



ALL SAINTS CE (VC) PRIMARY SCHOOL

LOST AND UNCOLLECTED CHILDREN POLICY

All Saints is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Procedure for uncollected children

At the end of the day we ensure that all children are collected by a parents, carer or designated adult.

All children are escorted to the playground by their class teacher or supervising adult.

If a child is not collected at the correct time the following action takes place:

- If the parent/carer/nominated person is late the teacher takes the child to the office.
- The class teacher or School office staff tries to contact the parent/carer/named adult by telephone.
- If unsuccessful further contacts on the child's contact list are called.
- The child remains the responsibility of the school and is not taken from school by anyone who is not authorised to collect the child.
- If, after using all contact numbers, and a reasonable length of time has passed to allow for delay (up to 4.15 pm, if the child is not in After School Club), no suitable contact can be made for collection, the class teacher or Headteacher will phone First Response 0800 1313126.
- Two members of staff remain on the premises at all times, and under no circumstances is the child taken to the home of a member of staff or any unauthorised person.
- These procedures are also in place for collection from After School Clubs where the provider ensures that children are collected individually from the main entrance. The after school club leader will remain with the child and a school staff

member. First Response will be called at 6.30 pm unless a message has been received from the child's parent / carer.

Lost Child Procedure

- If a child is missing (inside school, outside, or on a school visit) the teacher will initiate an immediate search of the premises/area by a member of staff without causing undue panic.
- If the child is not found, a member or members of staff will be allocated to search a larger surrounding area, and the Headteacher notified.
- If the child is still not found after a reasonable search, the Headteacher or other staff member will contact the police giving a full description of the child and requesting an immediate and full search of the area.
- The parents/nominated carer will be contacted by the school.
- At all times the safety and care of the remaining children remains paramount.
- After the incident a full written report will be recorded, and a full review of security procedures will be undertaken.