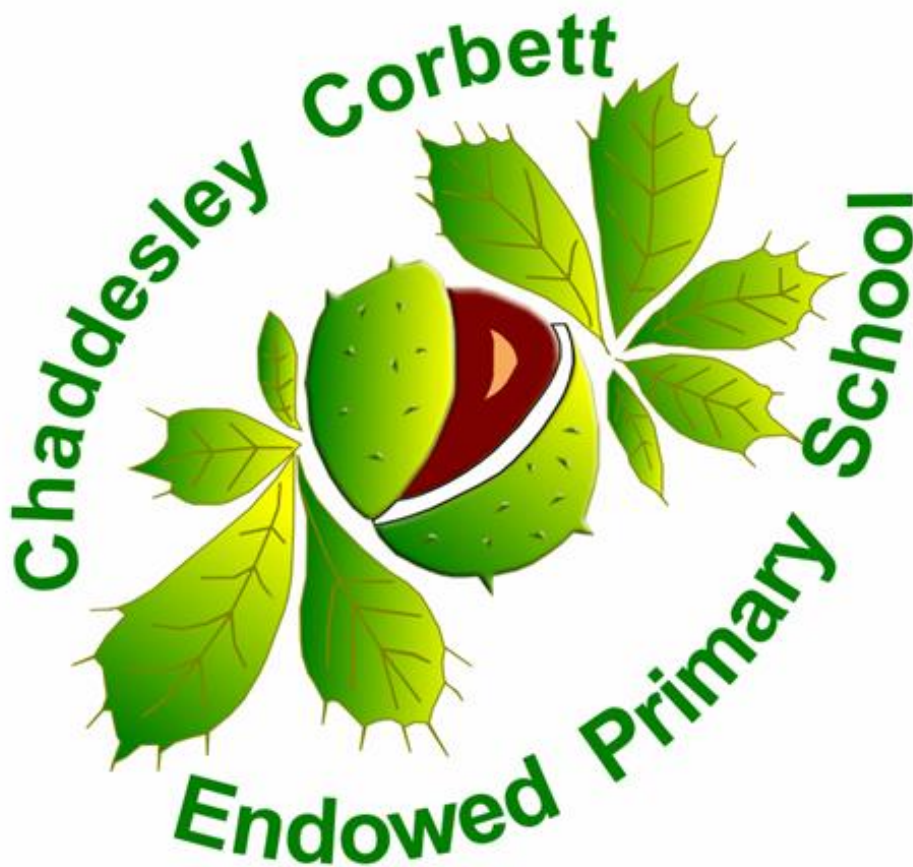


CHADDESLEY CORBETT ENDOWED PRIMARY SCHOOL

These policies describe the procedures that are followed in the event of a missing child or uncollected child. All EYFS settings must have these policies, but this practice should be across the whole school. This links to the Safeguarding Policy for the school.



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Missing Child Policy / Uncollected Child Policy

Date approved:	16th July 2014	Signed:
Date Reviewed:		Signed:
Date Reviewed:		Signed:
Date Reviewed:		Signed:
Date		Signed:

Reviewed:		
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INTRODUCTION

All schools that provide for early years children within the EYFS framework are legally required to have:

- A policy for the procedures to be followed in the event of a child going missing
- A procedure to be followed in the event of a child not being collected at the appointed time

CONTENTS OF POLICY

The policy consists of two parts, the first covering a missing child and the second covering the procedure to be followed by the school in the event of a child not being collected at the appointed time. Parents should have their attention drawn to the existence of both procedures. There are also clear linkages between this policy and policies on Child Protection and Safer Recruitment.

The policy should be kept under regular review and updated to keep pace with changes to the EYFS framework.

MISSING CHILD POLICY

INTRODUCTION

The welfare of all of our children is our paramount responsibility. Every adult who works at the school appreciates that he or she has a key responsibility for helping to keep all of the children safe at all times. The staffing ratios follow statutory guidelines or above, and are deliberately designed to ensure that every child is supervised the whole time that he or she is in the care of the school.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

These procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the following procedure shall take place:

- 1) Staff will be careful to remain calm and to ensure that the other children remain safe and adequately supervised.
- 2) Ask all of the adults and children calmly if they can recall when they last remember seeing the child
- 3) Members of staff will check the immediate surroundings. If the child is not found, then a member of the SLT and the Head should be informed immediately and arrange for one or more adults to search everywhere within the school site, both inside and out, carefully checking all spaces, cupboards, washrooms etc where a child might hide. Check the doors and gates for signs of entry/exit
- 4) Care should be taken during this time that other children are not left unattended and put at risk.

- 5) If, after thorough searching, the child is still not found the Police should be informed.
- 6) At this stage the child's parents/carers will be telephoned. Further action beyond this shall be taken in consultation with the parents/carers.
- 7) While waiting for the Police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at school.
- 8) The Head or a senior member of staff will be responsible for meeting the Police and the missing child's parent/carer. The Head or member of SLT will co-ordinate any actions instructed by the Police, and do all she/he can to comfort and reassure the parents/carers.
- 9) Once the incident is resolved, the SLT and the staff team will review relevant policies and procedures and implement any necessary changes.
- 10) All incidents of children going missing from school will be recorded in the Incident Record Book. Relevant policies and procedures should be reviewed. Media queries should be referred to the Head
- 11) In cases where either the police or social services have been informed, the relevant body (Ofsted) will be informed as soon as is practical.
- 12) Parents will be informed if their child was temporarily missing during the school day.
- 13) If the child is injured, a report would be made under RIDDOR to the HSE.
- 14) A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- 1) An immediate head count will be carried out in order to ensure that all the other children were present.
- 2) An adult will search the immediate vicinity.
- 3) Contact the venue manager and arrange a search.
- 4) The Party Leader should assess the situation re:
 - a) Remaining at the venue
 - b) The possibility of taking the remaining children back to school
 - c) Number of staff remaining at venue / returning with children
- 5) Inform the Head and the Senior Designated Person/Deputy by mobile phone.
- 6) The Head or a member of SLT would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once.
- 7) Contact the Police. (Tel: 101)

- 8) The Senior Designated Person/Deputy would inform the Local Children Safeguarding Board. The school would cooperate fully with any police investigation and any safeguarding investigation by Social Care.
- 9) Ofsted would be informed.
- 10) The Insurers would be informed.
- 11) If the child is injured, report would be made under RIDDOR to the HSE
- 12) A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- 1) The Head will speak to the parents to discuss events and give an account of the incident
- 2) The Head will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- 3) Media queries should be referred to the Head
- 4) The investigation should involve all concerned providing written statements
- 5) The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

UNCOLLECTED CHILD POLICY

PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

- 1) The school will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of a session, the following procedures will be activated:
 - a) **We undertake to look after the child safely throughout the time that he or she remains under our care. If the child has not been collected by 3.10pm (Nursery) or 3.30pm (Reception – Year 6) then they will be taken to the school's wrap-around care facility. A charge will be made for this. Office Staff and/or members of the SLT will be informed of all children who have been placed, unplanned, into wrap-around care. Contact details for these children will be given to wrap-around care staff. Wrap-around care staff will ring through to confirm the attendance sheet and any variances with the school office.**
 - b) **A phone call will be made at 3.10pm (Nursery) / 3.30pm (Reception – Year 6) by Nursery staff / School Office respectively to the parents / carers in order to ascertain the cause of the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.**

- 2) While waiting to be collected, the child will be supervised by members of staff who will offer them as much support and reassurance as is necessary.
- 3) If a child is booked in for the morning session of Nursery and is not collected at lunchtime a phone call will be made to parents/carers and the school office informed (see Section 1a) while they wait, they will stay with the rest of the group for the afternoon session, for which they will be charged the rate for the session. Staff will continue to try to contact the parents/carers or other designated adults on the emergency contacts sheet.

PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED AT THE EXPECTED TIME FROM WRAP-AROUND CARE

- 4) If a child who has attended an extra-curricular club, but has not been collected, is brought to After-School Care, it is the responsibility of the Manager / Assistant to make a phone call to the parents / carers to ascertain the cause of the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply
- 5) If a child in After-School Care is not collected by the expected time for that child, it is the responsibility of the Manager / Assistant to make a phone call to the parents / carers. This call will be made within 15 minutes of the expected collection time to ascertain the cause of the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- 6) If a child is not collected at the end of the wrap-around care session, 6.00pm, the child will continue to be supervised. The headteacher or a member of the SLT will be informed either directly, or by telephone and they will make the decision to contact the Police.
- 7) The child will not leave the premises with anyone other than those named on the Registration Form or in their file, except for Police or Social Services.
- 8) Except on occasions when parents or the persons normally authorised to collect the child are unable to do so, parents advise how to verify the identity of the person who is to collect their child (normally using a pre-determined password)
- 9) Under no circumstances should staff go to look for the parent or take the child home with them.
- 10) A full written report of the incident is recorded in the child's file.
- 11) Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity.
- 12) There is a financial cost for late collections and parents /carers will be informed of this on collection, or by the school office.