

Collected / Uncollected / Missing Child Policy

Overview

Staff ensure that detailed registers are kept up-to-date throughout the day. Staff continue to check numbers of children they have in their group throughout the day, they ensure good supervision of children at all times. Staff ratios are increased for off site trips. In the event of a lost child the most senior member of staff must organize a thorough search of the area whilst the other children remain supervised in one place. If the child remains lost after the initial search the senior member of staff must contact the police 0161 872 5050 and inform the parent / carer. An incident form will be used to record any such incident and will be analysed and investigated thoroughly by the Headteacher.

Children should never be allowed to leave the premises during school time except when picked up by a parent. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

Objectives

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have permission to leave.
3. To ensure that children who leave school during the school day only do so with permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

Strategies

1. If a child cannot be found by their teacher/support worker/ lunchtime supervisor, the headteacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the headteacher notified. If in an enclosed space the appropriate staff in that environment can be initially informed before calling the police.
6. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
7. The LA will be notified by the headteacher that a child is missing.

8. If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
9. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Collected / Uncollected Child

Parents / carers are asked to collect their child promptly at the end of each day. However we do understand that unforeseen circumstances may cause them to be late. If a parent knows they are going to be late they are encouraged to phone the school to inform the staff.

At the end of the school day in the event of a child not being collected the following procedure should be followed:

1. Every effort will be made by staff to contact the parent / carer or emergency contact by telephone. Messages should be left on all answering machines.
2. The uncollected child will be kept in school.
3. If it is after 5pm two members of staff must wait on site with the uncollected child.
4. If a child still remains uncollected the most senior member of staff will contact the Social Care Duty Team 01942 828777 and the Police 0161 872 5050.
5. On the arrival of the Police or Social Care the most senior member of staff should check the identification of the authorised person. Details of the event and contact details for the police or social care should be recorded on an incident form.

Throughout this process staff will remain calm and reassure the child.

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Reviewed Autumn 2015