



Policy for Uncollected Children and Children who go missing during the school day

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Document Approval

This document was reviewed and approved by the Governing Body as appropriate and effective.

Signed:

Date: _____

Name: _____

Position: _____

Document Review

The Governing Body will review this policy to ensure that it is appropriate and effective whenever necessary, and not less than once every four years.

Document Control

There is 1 controlled paper copy of this document in the Policies File in the Junior Building. An electronic version is also available on our website in the policies area.

All other copies (electronic and paper) are uncontrolled.

Document History

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Issue	Description of Change	Author	Checked	Date
1.0	New Policy	JB	CPS	March 2016

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Uncollected Children

Our aim is to ensure the health, safety and well-being of children in our care at all times.

At the beginning of the school day and after lunch children will be marked present in the class register. Any children arriving late will be recorded appropriately, according to the attendance policy. Any children absent at registration time without reason should be reported to the school secretary. This will be followed up by the school secretary contacting the child's parents/ carers. If no response is obtained immediately then the Headteacher will be informed and contact will be attempted throughout the day. If the whereabouts of a child cannot be established within 24 hours the Headteacher will inform social services.

Missing Children

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between lessons and playtimes. If for any reason a member of staff cannot account for a child's whereabouts during the school day the following procedure will be activated:

- The member of staff in question will inform both the Headteacher or most senior member of staff available and the school secretary that the child is missing and a team of staff will commence a thorough search of the entire premises. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- Designated staff will conduct a search of the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around school.
- If after 15 minutes of thorough searching the child is still missing, the Headteacher or most senior member of staff on the premises will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children in school.
- The Headteacher will be responsible for meeting the police and the missing child's parent/carer. The Headteacher or senior staff member will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers. If the Headteacher is not on the premises, they will at this stage be informed.
- Once the incident is resolved, the Headteacher and all staff will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the School's Site Security and Risk Assessment policies).

- All incidents of children will be recorded and in cases where either the police or social services have been informed, the Local Authority will also be informed, as soon as is practicable.

Uncollected Children

At the end of the school day the class teacher 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 the school day, the following procedures will be activated:

- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher will be informed.
- The school secretary will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answerphone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult the child will be transferred to the care of the Out of School Club staff and the relevant fee will be chargeable. A member of staff will continue to try to contact the parent, carer or designated adult.
- If at the end of the Out of School Club session staff have still been unable to make contact, the Headteacher, or most senior person on site, will call the local social services department for advice.
- In the event of the Social Services being called and responsibility for the child being passed to a Child Protection agency, the Headteacher will attempt to leave a further telephone message with the parent/carers or designated adults' answerphone. Furthermore, a note will be left on the door of the school premises informing the parent, carer or designated adult of what has happened. The note will reassure them of their child's safety and instruct them to contact the local Social Services department.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises unless absolutely necessary, in the course of waiting for them to be collected.
- Incidents of late collection will be recorded by the Headteacher and discussed with parents/carers at the earliest opportunity.

This policy will be reviewed annually with the school's safeguarding policies.