



Haberdashers' Castle House School

A6ii Procedure for dealing with lost or uncollected children

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Procedure for Lost Child Procedure

(Within the building and outside areas)

Aim:

We have a duty under the Welfare Requirements to safeguard and promote children's welfare, we have processes in place to ensure the building, and surrounding site is secure.

In the unlikely event of a child going missing from the grounds the following process will be followed:

Procedure for lost child:

- As soon as a child is thought to be missing, inform your work colleague and your line manager and the main office, who will alert the Headteacher.
- Gather remaining children with your colleague. Remain calm, do not alarm the other children.
- Make a quick, but thorough, search of all areas the child has most recently used.
- Remaining team will search all areas of the buildings and grounds. Those searching away from the immediate building will have a school mobile phone with them so that contact is maintained with all staff.
- Once the child is found, the incident will be recorded accordingly and parents informed by the Headteacher.
- A risk assessment will be undertaken to establish precautions to be put in place to ensure the incident does not happen again.

- **If the child is not found** on the premises, police will be called (**999**) and parents are immediately informed.
- Staff will continue to search until advised otherwise by the police.
- The Headteacher will inform ISI.
- Reports of the incident will be produced, signed and dated by all those involved in the incident.
- A risk assessment will be undertaken.

Procedure for uncollected children

At Castle House School we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to advise the Main School Office if they will be late to collect their child.

The school day ends at 3.50pm and the Nursey closes at 6pm.

Afternoon club sessions usually end between 4.30 and 5pm. with Prep and Play continuing until 6pm.

Any child due to be collected at 3.50pm whose parents/carers have not arrived by 4pm will be taken to Prep and Play and every effort made to contact them parents/carers to ascertain the situation. If no contact has been made by 6.15 pm, police and social services will be contacted.

Any child not collected from an after-school club will also be taken to Prep and Play and the same procedure followed.

A child will never be released to an unauthorised person, even if the collection is late, unless an authorised person contacts the school prior to the end of the day and gives authority for a third party to collect. The authorised person should give the name and a physical description of the unauthorised person. A clear message will be recorded by the school administrator and passed on to the relevant members of staff. Staff must check the description and details before dismissing the child.

If someone other than the parent/carer will be collecting a child on a more permanent basis we ask that the parent/carer introduce the third party to staff prior to the arrangement.