



Missing child policy and uncollected child.

Missing child

Staff should always ensure that they know where the children under their care are at all times. This includes counting children out to play and again when they return. However, if a child is unaccounted for then staff should always follow the following steps:

FROM SCHOOL:

If a pupil is missing during the day the following procedure must be followed:

1. Check the receptionist's absentee list and the Medical Room.
2. Explore other reasons for absence, e.g. Music / Speech & Drama lessons, matches, any other individual lessons, i.e. Learning Support; question other children.
3. Inform the Headmaster and carry out a search of the school. If child is still not found, member of SLT to ring the fire alarm.
4. Contact parents and the police no later than one hour after the reported absence and sooner if the circumstances give greater cause for concern.

WHEN ON A SCHOOL VISIT OR ATTENDING MATCHES:

1. Question the other children.
2. Organise a search of the immediate locality.
3. Contact Police.
4. Contact School on mobile phone.

Uncollected child

Occasionally, for whatever reason, a child may not be collected at the end of the day either from class or a club. It is the member of staff's responsibility to ensure the child is not left on their own and for them to investigate why the child has not been collected by following these steps:

- 1, Contact the Reception desk, has the parent phoned to let us know they'll be late?
- 2, Ask the child where they thought was going to happen at the end of the day/club.
- 3, Ask the Reception desk to phone the child's parents.

4, Staff to stay with the child until a parent, or other authorized adult arrives to collect them.

Other adult arrives to collect child

Parents must inform staff when someone other than themselves is to collect their child. This may be in the form of an email, phone call or completing the collection sheets in the classroom.

Staff must never let a child go home with an adult unless the parent has informed them. If an adult, other than the child's parent, arrives to collect them, staff must not let that child go until they have checked with the parents that they have allowed them to collect their child. Staff may ask the Reception desk to phone the parent, or staff may speak to the parent themselves.

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Review as necessary.