



**newcollaborative**  
Learning Trust

# Missing / Lost and Uncollected Child Policy

Version 1

**This policy applies to all primary NCLT institutions.**



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## **1.0 Pupils Arriving at and Leaving School Premises**

The safety of our school community is paramount. We aim to ensure that children do not leave the premises unsupervised, and visitors are unable to enter the premises until permitted.

School staff will make every possible effort to prevent the loss of a child. This is achieved by the following arrangements:

- 1.1 The main entrance doors have security access. We ask everyone entering or leaving the premises to ensure these doors are always closed.
- 1.2 The member of staff providing access into school is responsible to oversee:- the visitor signs in; collects the appropriate badge from reception; and, explains the fire safety and safeguarding requirements. Main Office staff must be made aware of the visitor.
- 1.3 Registers are taken using the MIS register (Arbor) at the start of the school day and again after lunch. Registers can be accessed electronically at any time. This is a means of ensuring that all pupils present have been registered at the school office and ensures that everyone is accounted for should there be a fire. This is also the case for staff signing in. Parent/Carer s arriving late with children will need ensure the child is registered at the entrance. This information is immediately synchronised with the school's MIS register.
- 1.4 In circumstances where a child has to leave school during the school day, such as for an appointment, this must take place through the school's main entrance. It is the responsibility of the member of staff releasing the child to the parent/carer through the maglock doors to check with the office staff that the child has been signed out in the MIS register.
- 1.5 At the end of the school day:-
  - Key Stage 1 children are collected from outside their classrooms, or escorted to an assigned destination, where they are met by parent/carer s/carers
  - Foundation Stage children are collected from outside their classrooms and also delivered directly to parent/carer.
  - Key Stage 2 pupils are released to an assigned destination where staff ensure they are either collected or encouraged to walk straight home as agreed with parent/carer s / carers.

## **2.0 In the Event of a Child Going Missing Whilst on The Premises During School Hours**

- 2.1 The Head Teacher and/or a member of SLT staff will be informed as appropriate. An immediate search of the school and surrounding areas will begin. All other children will continue to be supervised and routines maintained as far as possible. If the child is not found within 20 minutes the child's parent/carer of will be contacted as well as the police. The incident will be logged and an appropriate member of staff at Trust HQ informed. Usually this would be the CEO and / or COO.

### **3.0 In the Event of a Child Going Missing on an Out of School Visit**

- 3.1 Risk assessments are carried out for all visits. We ensure appropriate adult to child ratios. Staff will make every possible effort to prevent the loss of a child through supervision, frequent head counts and general safety awareness.
- 3.2 Should a child go missing, the area will be searched by the person leading the visit. The Head Teacher and/or a member of SLT staff will be informed. All other children will continue to be supervised by other staff in the group, maintaining a calm atmosphere.
- 3.3 If the child is missing from the group/premises, and is not found within 20 minutes the police then the child's parent/carer will be contacted . The incident will be logged and the CEO and / or COO informed.
- 3.4 Where the missing child has a personal plan this will be referred to at the outset. Copies of personal plans are available to all appropriate staff.

### **4.0 Uncollected Child Policy**

- 4.1 In the event of a parent/carer failing to collect their child at the end of the school day where no message or information has been received, the following procedure will be followed:
  - The child's parent/carer will be phoned after 15 minutes.
  - If school staff are unable to contact the parent/carer /carer, emergency contacts for the child will be telephoned. The child will remain under the supervision of a member of staff. Where a child is more than 30 minutes late being collected, and the school has been unable to contact a parent/carer /carer, the school reserves the right to place the child in the onsite after school provision, for which the parent/carer would then be charged.
  - Contact numbers will continue to be tried.
  - If it has not been possible to contact the child's parent/carer (s)/carer(s) or any emergency contacts then MASH (Rotherham Multi Agency Safeguarding Hub - 01709 336080) will be contacted in consultation with the Head Teacher. This will be done at 5.15.pm or 2 hours after school activities finish. Procedures for contacting MASH will be followed and appropriately logged with both school and the Local Authority.

### Policy Status

<b>Policy Lead (Title)</b>	Director of Primary Education	<b>Review Period</b>	Every 3 years
<b>Reviewed By</b>	TET	<b>Equality Impact Assessment Completed (Y/N)</b>	N

### POLICY AMENDMENTS

<b>Version</b>	<b>Approval Date</b>	<b>Trade Union Consultation Date (if applicable)</b>	<b>Page No./Paragraph No.</b>	<b>Amendment</b>
Version 1	27-09-24	N/A	New Policy Document	