



## Redscope Primary School

### Missing/Lost and Uncollected Child Policy

We aim to ensure that children do not leave the premises unsupervised and that intruders do not enter the premises.

School staff will make every possible effort to prevent the loss of a child.

The main entrance door is accessed by a key fob/card. We ask everyone entering or leaving the premises to ensure the door is always closed. (Please also see the school Exit and Entry Procedures policy -if you let somebody into school it is your responsibility to ensure they collect a badge from reception and are advised of the school fire safety and safeguarding.)

Registers are taken at the start of the day and again after lunch. If children arrive late to class they must have a late slip. This is a means of ensuring that they have been registered at the school office and ensures that everyone is accounted for should there be a fire.

Parent(s)/carer(s) sign children out when attending appointments. Key Stage 1 children are escorted to the KS1 playground at home time, where they are met by parents/carers. Foundation Stage children are collected from outside their classrooms.

#### Procedures

- In the event of a child going missing whilst on the premises during school hours.

The head teacher and/or deputy head teacher will be informed and 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 in 15 minutes the police will be contacted as well as the parent/carer of the child. The incident will be logged and the LA informed.

- In the event of a child going missing on an out of school visit

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. The area will be searched by the person leading the visit. The head teacher and or deputy head teacher will be informed. All other children will continue to be supervised by other staff in the group. If it is clear that the child has left the premises the police will be phoned immediately. If a child is missing and is not found within 15 minutes the police will be contacted first and then the parent/carer of the child. The incident will be logged and the LA informed.

A minority of children at our school have a handling plan and if a child with a handling plan leaves the premises, please also refer to the handling plan. Handling plans for individuals are kept in the staffroom.

- Uncollected child policy

In the event of a parent failing to collect their child at the end of the school day the following procedure will be put into place.

The parents/carer of the child will be phoned after 15 minutes.

If school staff are unable to contact the parent/carer, emergency contacts for the child will be telephoned. The child will remain under the supervision of a member of staff.

Contact numbers will continue to be tried.

If it has not been possible to contact the child's parent(s)/carer(s) or any emergency contacts the Social Services Access Team will be contacted in consultation with the head teacher. This will be done at 5.15pm or 2 hours after school activities finish.

