

**Daiglen School**  
**Preparatory School and Early Years Policy**  
**Missing or Uncollected Children**

**Uncollected Child:**

In the event that a child is not collected by an authorised adult at the end of the session/day, we will ensure that the child is cared for safely by an experienced and qualified member of staff who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

We inform parents so that if they are unavoidably delayed, they will be reassured that their children will be cared for properly.

Parents of children starting at the school are asked to provide the following specific information which is kept within the school office and (mostly) the Schoolbase system:

- Home address and telephone number
- Place of work, address, and telephone number (if applicable)
- Mobile telephone number
- Names, addresses and telephone numbers of adults authorised by parents to collect children on their behalf

Parents should inform the school if they are not able to collect the child as planned; they must inform us so that we can start back up measures.

If a child is not collected at the end of the session/day, his parents are contacted at home or work.

If this is unsuccessful the emergency contact persons as registered by the school are contacted.

All reasonable attempts are made to contact the parents or nominated carers.

The child will be unable to leave the premises with anyone who is not directly nominated by parents either in writing or directly by telephone

If no one collects the child after one hour and there is no one to be contacted to collect the child, the Essex Safeguarding Children's Board will be contacted (Telephone: 01245506641).

The child will stay in care of two fully vetted members of staff until the child is safely collected by the parents or a social worker.

Social care will aim to find the parent or relative. If they are unable to do so, the child will be looked after by the Local Authority.

Under no circumstances will staff go to look for the parent, nor do they take the child home with them.

A full written report of the incident will be recorded in the child's file.

Depending on circumstances, we reserve the right to charge parents for the after school care.

Ofsted may be informed in the case of an EYFS pupil

### **After-school care registration:**

If the child is booked in to the session, but is not there for registration, ASC staff will check with the class teacher. Should the class teacher be unaware of any changes to arrangements, the parents will be telephoned and, if they cannot provide an explanation, missing child procedures will apply. Club registers are marked to ensure there is a record of all children on site and parents/guardians sign them out before taking them off the premises.

### **Missing Child:**

**Registration:** School procedures ask that parents should inform the office by 8.40 if a child is absent from school. **(First Day Absence)** If no message has been received from parents explaining absence of a child the form teacher should text the parent via the schoolbase system immediately as registration is complete and mark the child as 'O' in the register until an explanation for the absence is received.

If no satisfactory response is received and the school has reason to be concerned about the child's welfare, the DSL will notify the appropriate authority of the concerns.

Children are never allowed to leave the premises during school time without the Head Teacher's permission. In the unlikely event that a child left the premises without the knowledge or permission of the Head Teacher, the following procedure will be enacted to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

### **Objectives:**

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours unless they have the Head Teacher's permission to leave.
- To ensure that children who leave school during the school day only do so with the Head Teacher's permission and that they are accompanied by an authorised adult.
- To ensure that the building, grounds and play areas are safe and secure during school hours.

- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, s/he is located quickly and returned safely to the school.

**Strategies:**

- If a child cannot be found by his or her teacher, **the Head Teacher must be notified immediately** and told when and where the child was last seen. Time is of the essence and prompt actions must be taken by all.
- The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
- If the child is not found within ten minutes an emergency fire drill will be called and all children registered on the playground.
- If the child does not appear, the police must be called by the Head Teacher or staff member. Parents will be notified at this point.
- Members of staff who are not supervising children will be sent to search the area in the immediate vicinity of the school.

If, despite the security measures in place, **a child goes missing from an after-school club**, all children will immediately be registered again to check no more are missing and the Head Teacher will be alerted. Missing child procedures apply.

- **If a child goes missing during an outing or school visit**, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the Head Teacher notified.
- As soon as possible, the parents will be notified that their child is missing.
- If a member of staff finds the child the Head Teacher must be told at once. Parents and police will be notified.
- The Head Teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This procedure is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

<b>Reviewed TD</b>	<b>Spring 2018</b>
<b>Next Review</b>	<b>Spring 2021</b>