



# Missing Child / Uncollected Child Policy

**St Anne's Fulshaw CE Primary School**  
**Missing Child / Uncollected Child Policy**

**Missing Child:**

**Overview**

Children should never be allowed to leave the premises during school time without the Headteacher's permission. However it is possible that on some occasions a child may leave the premises without the knowledge or permission of the Headteacher. This policy is put in place 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 Headteacher's permission to leave.
- To ensure that children who leave school during the school day only do so with the Headteacher'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, it is located quickly and returned safely to the school.

**Strategies**

- If a child cannot be found by its teacher, the Headteacher 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 a short period of time, the police must be called by the Headteacher or staff member.
- Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
- 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 Headteacher notified.
- As soon as possible, the parents will be notified that their child is missing.
- The LA will be notified by the Headteacher that a child is missing.
- If a member of staff finds the child the Headteacher must be told at once. Parents, police and other authorities will be notified.
- The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

**Outcomes**

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy 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.

### **Uncollected Child:**

#### **Overview**

This procedure will be used if children remain uncollected at the end of the school day (3.15pm), after the end of any club or after school activity (depending on end time) or after the official last collection time of the after school club (5.55pm).

#### **Objectives**

- To ensure that pupils who remain uncollected are safely cared for within the school environment or by the appropriate authorities.

#### **Strategies**

- Infant pupils are not permitted to leave school alone at the end of the day. Junior pupils who are expecting to be collected will be reminded not to leave the school premises if their designated adult is not there at the end of the school and to go to the school office with their class teacher so that contact can be made with their parents.
- For pupils who are not collected at the end of the school day, the school office / Headteacher will be the lead adult.
- For pupils who are not collected from an after school club or activity, the member of staff organising or supervising will be the lead adult.
- For pupils who are not collected by the last collection point from the after school club, the club manager will be the lead adult.
- The lead adult will locate contact details and attempt contact with the nominated adults, leaving messages in the first instance requesting that contact is made with school. Contact will be attempted every ten minutes.
- After one hour, if no successful contact is made with any of the nominated emergency contacts then Children's Social Care will be contacted and a referral made in the first instance.
- The school will proceed with advice given by Children's Social Care

In the case of persistent late collection, the school reserves the right to accommodate the child in the After School Club and to charge the parent accordingly.

#### **Outcomes**

The safety of all children will be given our highest priority. An uncollected child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to ensure that pupils remain safe and are in the care of an appropriate authority.

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