



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

We aim to ensure that children do not leave the premises unsupervised and that intruders do not enter the premises. The safety of our school community is paramount.

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

- 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 If staff let somebody into school it is their responsibility to ensure the visitor signs in, collects the appropriate badge from reception, and are advised of the school fire safety and safeguarding. Main Office staff must be made aware of the visitor.
- 1.3 Registers are taken using the electronic MIS system at the start of the 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. Parents arriving late with children will need ensure the child is registered at the entrance, this information connects straight to MIS.
- 1.4 Parent(s)/carer(s) must ensure children collected at different times of the day, e.g.: when attending appointments, are signed out by office staff in the entrance.
- 1.5 At home time, Key Stage 1 children are collected from outside their classrooms, or escorted to an assigned destination, where they are met by parents/carers. Foundation Stage children are collected from outside their classrooms and also delivered directly to parent / carers. 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 parents / 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, 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 within 20 minutes the parent/carer of the child 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 by supervision, frequent head counts and general safety awareness. 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 and a calm atmosphere retained as much as possible.

3.2 If it is clear that the child has left the premises the parents and the police will be phoned immediately. If a child is missing and is not found within 20 minutes the police will be contacted first and then the parent/carer of the child. The incident will be logged and an appropriate member of staff at Trust HQ informed. Usually this would be the CEO and / or COO.

3.3 A minority of children at our school have a specific personal plan and if a child with a such a plan leaves the premises, please also refer to the plan. Copies for individuals are available to all appropriate staff.

4.0 Uncollected child policy

4.1 In the event of a parent 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 put into place:

- The parent/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. Where a child is more than 30 minutes late being collected, and the school has been unable to contact a parent/carer, the school reserves the right to place the child in the onsite after school provision, for which the parent would then be charged.
- 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 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

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

POLICY AMENDMENTS

Version	Approval Date	Trade Union Consultation Date (if applicable)	Page No./Paragraph No.	Amendment
Version 1	TET 26/09/24	N/A	New Policy Document	