



# FALCONS PRE-PREPARATORY SCHOOL

## Missing and Uncollected Child Policy

**Primary person responsible for updates to this policy:** Liz McLaughlin, Adel Thomson

**Job title:** Head of School, Deputy Head

**Last review date:** June 2021

**Next review date:** June 2022

**Relevant ISI coding (if applicable):** E09

**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.

'Parents' refers to parents, guardians and carers.

## **Missing Child Policy**

This policy covers the procedure if a child is lost.

Aims and objectives

We aim to ensure all children in our care are safe and well supervised.

If, due to unforeseen circumstances a child becomes lost the following procedures must be followed:

Staff immediately search surrounding environment to ensure that the child is not in the area. If the child is not located inside the school building or on the school premises, then CCTV footage will be viewed to see if the child has left the premises and if he was escorted or accompanied by any other persons. Staff will inform SLT and Head.

If the child is still missing the parents/guardians will be informed immediately.

The police or authorities are informed if the child remains lost. Police are given the child's description and times of absence and staff co-operate fully. Paperwork is completed as soon as possible for the school records.

Alpha Plus Head Office is informed so that appropriate advice and guidance is accessed.

A full investigation as to how the child was lost is carried out by the Head and the findings shared with all staff and procedures reviewed/amended to ensure such an incident does not happen in future.

In all incidences, reference should be made to the "Crisis management Procedures Policy", "Safeguarding Policy", "Child Protection Policy" and the Alpha Risk register.

## **Missing Child during Educational Visits/Trips**

In the event of a child going missing on an off-site visit the school must be informed immediately and the same procedures will be adhered to as listed above.

The group leader will take instruction from the Head/Senior Leadership Team and report directly to them on any developments. The Head/SLT will at all times be in contact with Alpha Plus Head Office to coordinate efforts.

The Head/SLT will coordinate efforts from school and a member of the SLT will be sent to the location if possible to take charge of the situation and act as liaison with the Police and other agencies.

These procedures must be started no longer than 5 minutes after the child has been missing.

**Uncollected child:**

If a child is not collected from school at the agreed pick times;

A call should be placed to the parents or carers in the first instance, this should be done within 15 minutes of the parent being late.

If the parent cannot be contacted then a SLT member must be notified. The child is to be left in the supervision of a SLT member who will again try and reach the parents.

If the parents are not contactable then the next named person on the emergency contact list should be contacted.

SLT member should continue to try to reach all known contacts periodically over the next hour.

If there is complete failure to contact any of the contacts on the child's contact list then social services must be contacted. This should be done by the DSL, head or a member of the SLT.

The numbers of social services can be located in the safeguarding policy.