



**ARNOLD LODGE**  
4 - 18 yrs Co-educational Independent Day School

# **Missing children, Collection and Failure to Collect Policy**

**Approved:** September 2019

Reviewed Annually

**Next review date:** August 2020



## Missing Children, Collection and Failure to Collect Policy

The safety and security of children in our care is absolutely paramount. Every care is taken to ensure that the children are accounted for at all times.

### Procedures:

- Registration through Reception and Key Stages one to five is taken in the morning between 8:30 and 8:40
- In the afternoon registration is taken between 1.15 and 1.25pm for Reception and Key Stage 1, between 1.40pm and 1:50pm for Key Stage 2 and 2:00pm and 2:10pm for Key Stage 3, 4 and 5.
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Trip and Visits Policy.
- Risk assessments are carried out prior to off-site trips to minimise the risk of children becoming lost.

### Missing Child

In the unlikely event that it is suspected that a child has gone missing, the following procedure will be followed:

#### In School:

- Staff will maintain the safety and well-being of other children
- A roll call will be taken
- A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity, including checking external doors and gates to ensure that they are still either locked or attended by either an adult or a prefect.
- If the child is not found after approximately 15 minutes, when all checks have been done, the School will contact the parents and then the Police
- Once the Police arrive all relevant information about the child will be given. The police will then take over the search

#### Out of School:

- At least one teacher or accompanying adult, named on the trip paperwork, or teacher will remain with the group of children whilst the other teachers will search the immediate vicinity for the missing child. Help will be requested of the venue where the group is attending. If the child is not located within 10 minutes, parents then the Police will be notified
- When the child is found a full investigation will take place, which the Headteacher will chair. Recommendations of the investigation team will then be implemented into school policy.

Following any incident of a missing child, the Head Teacher will report investigations and findings to the Directors.



## Collection and Failure to Collect Policy

In the event that a child is not collected by an authorised adult at the end of a session, the School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### Methods

Parents of children starting their education with Arnold Lodge School, at any EYFS or Key Stage point, are asked to provide specific information, which is recorded on admissions records, including:

- Home address and contact telephone numbers, including home and mobile numbers – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
- Place of work, address and telephone number (if applicable);
- Names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the setting, for example a child minder or grandparent;
- Information about any person who does not have legal access to the child; and
- Who has parental responsibility for the child.

On occasions when parents are aware that they will not be at home or in their usual place of work, they must inform the school office of methods by which they can be contacted.

On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they should inform the school office of the name, address and telephone number of the person who will be collecting their child. We agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that – in the event that their children are not collected from setting by an authorised adult and the staff can no longer supervise the child on our premises – we apply our child protection procedures as set out in our Child Protection Policy.

If a child is not collected at the end of the school day or afterschool activity, the School will follow the procedure below:

- The child will be cared for in the school's aftercare provision which is open until 6pm.
- The diary is checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work



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- If this is unsuccessful, the adults who are authorised by the parents to collect their child from the setting – and whose telephone numbers are recorded on the admissions records are contacted.

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

- The child does not leave the premises with anyone other than those named on the admissions records and in the diary.
- If no one collects the child by 6pm and there is no one who can be contacted to collect the child, we apply the procedures for uncollected children.

## **Procedure for Uncollected Children**

- Contact our local authority Social Services Departments:
- The child stays at the setting in the care of two fully vetted workers until the child is safely collected either by the parents or by a social worker.
- Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.