



KIVETON PARK INFANT SCHOOL

MISSING/LOST AND UNCOLLECTED CHILD POLICY

Date of Policy approval _____

Date of Policy Review _____

Policy approved _____

We aim to ensure that children do not leave the premises unsupervised and that intruders do not enter the premises.

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

The main entrance door is accessed by a keypad. We ask everyone entering or leaving the premises to ensure the door is always closed.

Registers are taken at the start of the day and again after lunch.

Parent(s)/carer(s) sign children out when attending appointments. Key Stage 1 children are escorted onto the playground at home time, where they are met by parents/carers. Foundation Stage children are collected from outside their classrooms.

Procedures;

- In the event of a child going missing whilst on the premises during school hours.

A member of the Senior Leadership Team will be informed 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 in 10 minutes the police will be contacted as well as the parent/carers of the child. The incident will be logged and the LA informed.

- In the event of a child going missing on an out of school visit

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. The whole area will be searched by the person leading the visit. A member of the Senior Leadership Team will be informed. All other children will continue to be supervised. If the child is not found within 10 minutes the police will be contacted as well as the parent/carer of the child. The incident will be logged and the LA informed.

- Uncollected child policy

In the event of a parent failing to collect their child at the end of the school day the following procedure will be put into place.

The parents/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.

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 the Multi Agency Support Hub (MASH) will be contacted in consultation with a member of the Senior Leadership Team. This will be done at 4.00pm or ½ hr after school activities finish.