

# Netherleigh and Rossefield School



May 2016

## Uncollected & Missing Child Policy and Procedure

### **Uncollected Child**

*“Procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time”*

Page 30 of the Statutory Framework for the EYFS (3.73)

Children like routine and they will know when to expect you, even if they cannot tell the time. We understand that sometimes delays in collecting your child are unavoidable due to unforeseen circumstances.

In the event a child is not collected at the appointed time we will:

- Reassure the child that parents/carers are on their way in the event of them being delayed.
- Never release your child from our care to someone who is not authorised to collect your child.
- Contact the person/s that are identified as a contact within Child’s record’s and arrange for them to collect the child in the event parents/carers cannot be contacted.
- Contact the Social Services Emergency Team on 01274 437500 or 01274 431010 if all attempts to contact the persons identified above fails.
- Cooperate with the Social Services Emergency Team who will take charge of the situation and decide what happens next; and whether the police need to be involved.
- Record the situation as an incident, and will ask parents/carers to sign and date to confirm they are aware of the content of the Incident Log.
- Implement additional charges for the extra time your child was in our care.

### **Missing Child**

*“Procedure to be followed in the event of a child going missing at, or away from, the setting”*

Page 30 of the Statutory Framework for the EYFS 2014 (3.73)

If children are taught from an early age that their safety is important, it will help them grow up feeling more confident. We will meet the requirements of the Early Years Foundation Stage and Childcare Registers by taking the following steps to minimise the risk of your child/children becoming lost whilst in our care. We will:

- Ensure our premises are secure and we will take steps to prevent unauthorised persons entering the premises.
- Ensure that we supervise your child closely when we visit places in the community such as the local parks, museums and shops.

For more information regarding educational visits and outings please refer to our educational visits policy which is available either in the school office or on the school website. [www.netherleighandrossefieldschool.co.uk](http://www.netherleighandrossefieldschool.co.uk)

On discovering that a child has gone missing, we will:

- Immediately make a search of the surrounding area.
- Request help from people around us.
- If we are in a public building, we will alert the staff of the situation and ask for assistance in searching for the missing child.

If the search is unsuccessful, we will:

- Ring the police, providing a description and keep searching the area.
- Advise the relevant parents and/or carers know of the situation as soon as is reasonably practical to do so.

After the event, we will record details in our incident log and ask parents to sign it.

We will consider any missing or lost child incident to be a 'significant event' and will therefore inform the Independent Schools Inspectorate (ISI). We will also review our policy and procedures to establish what went wrong and how it can be avoided in the future.