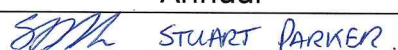


Missing Children and Collection Policy

Policy Originator	LA
Governor Responsible	Jacqui Broadhead
Status	Recommended
Last reviewed	Summer 2017
Ratified on	18 th May 2017
Review period	Annual
Signed	 STUART PARKER.

A handwritten signature in black ink, appearing to be 'Stuart Parker', written below the table.

It is very important that children are collected on time. Children who are collected late can often become distressed and upset, especially if they do not know when they will be collected. It is also very disruptive to the running of the school as many staff continue to work after children have gone home on organising provision for the next day.

Collections

- It is the duty of Parents/Carers to hand their child over to their key worker when they deliver their child into the setting stating who will be collecting their child. If this person is unknown to staff they must have the child's password which was agreed at the preadmission home visit.
- If the person who is due to collect the child changes during the day it is the Parents/Carers responsibility to contact the school to notify who is going to collect their child. This person must have the password which was agreed at the home visit.
- Passwords will under no circumstances be given out over the telephone. It is Parents/Carers responsibility to memorise this password and give it out to the appropriate persons. A person having the password does not automatically allow them to collect a child from the school; this must be in conjunction with notification from the child's Parents/Carers.

Late Collections

All children have been allotted a drop off and pick up time which has been agreed at the home visit.

Morning Session	8.30 – 11.30
Afternoon Session	12.30 – 3.30

The school takes persistent lateness in collecting a child very seriously, although we understand that occasionally delays are unavoidable. Parents/Carers should contact the school by phone if they think that they are going to be late. Parents/Carers are requested to be prompt in exiting the school after they have collected their child. Staff are always happy to talk to Parents/Carers however Parent/Carers should note that staff are caring for other children and finishing their shifts. Parents/Carers staying after their child's collection time to talk to staff means that ratios for children still in nursery are hard to maintain. Parents/Carers wishing to talk to staff should aim to arrive before their child's collection time. Once Parent/Carers are in the room they become responsible for their child's care.

In the event of a child not being collected, the Head Teacher or most senior member of staff will make every effort to contact the child's Parents/Carers, and if this proves to be impossible, will try to get in touch with an alternative emergency contact, who is authorised by the child's Parents/Carers to collect them on their behalf. If we have not been notified, or have been unable to contact the emergency numbers by 6.30 p.m., it is our responsibility to contact the social services emergency duty line (020 8356 2346) and they will take responsibility for your child. In extreme cases it can be considered as abandonment or neglect of the child.

The Head Teacher or most senior member of staff has a duty to inform OFSTED.

Missing Children in School

In the unlikely event of a child going missing from the setting the following procedure will be implemented immediately;

- All staff present will be informed and an immediate thorough search of the centre will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.

- A staff member will notify the Head Teacher or most senior member of staff who will take charge of the situation, whilst other staff continue searching
- The Head Teacher or most senior member of staff will carry out a second search of the area.
- If the child has still not been accounted for the Head Teacher or most senior member of staff will contact the police.
- The Head Teacher or most senior member of staff will contact the Parents/Carers of the missing child
- During this period, staff will continually search for the missing child, whilst other staff remain as near to normal routine as possible for the rest of the children in the school.
- The Head Teacher or most senior person in charge will then await instructions from the police.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents by the Head Teacher or the most senior member of staff.

Lost Children on Outings (Also See Educational Visits Policy)

Regular head counts are carried out on children throughout the outing, on long outings hourly head checks will be carried out. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- The most senior member of staff on the outing will take charge of the incident
- All staff present will be informed and an immediate thorough search of the area will be made ensuring that all other children remain supervised throughout.
- If appropriate, on site security will be informed and a description of the child/children will be given.
- In the event of a child not being found the most senior member of staff will immediately inform the police.
- The most senior member of staff will then inform the school who will contact the child's parents/carer.
- Practitioners of the school will be sent to assist the safe return of the other children if appropriate
- The most senior person in charge will then await instructions from the police.
- Any incidents must be recorded in writing.
- OFSTED must be contacted and informed of any incidents by the Head Teacher or the most senior member of staff.

