



UNCOLLECTED AND LOST CHILD POLICY

January 2021

The Academy of Woodlands

Lost and Uncollected Child Policy

1. If a child is lost within the site:
 - a. The member of staff who makes the discovery must inform the Headteacher immediately, stating where and when the child was last seen and these facts recorded.
 - b. A calm atmosphere should be maintained.
 - c. The registers should be checked to make sure no other child is missing.
 - d. A thorough search of the Nursery must be organised immediately inside and outside whilst another member of staff reports the incident immediately to the Head Teacher or in his absence another member of the Senior Leadership team. An assessment must be made to determine if there are additional members of staff not counted in numbers who can assist with the search.
 - e. The site manager must be informed immediately as he is in charge of site security and can deploy the site staff to support in the search. The site manager should then check doors and gates to see if there has been a breach of security.
 - f. If the child is not found, the police are to be informed immediately that the child is missing.
 - g. The parents should be informed and a note taken of the time the call was made, (if there is a need to leave a message for the parents, ensure that this is not of an alarmist nature.
 - h. A recent photograph and description of the child's clothing should be given to the Police. (remember the child may be wearing dressing up clothes other the top)
2. If a child is lost while on an outing the following action must be taken;
 - a. As soon as it is noticed that the child is missing the children should stand with their designated carer and a headcount taken to ensure no other child is missing.
 - b. One member of staff is to search the immediate vicinity of the trip and not beyond.
 - c. The senior member of staff should inform the Police of the incident. From then on the Police are in charge of the incident and their procedures must be followed.
 - d. If the outing is at a venue where there is Site Security, they must also be informed.
 - e. Arrangements for other staff to go to the site to assist with returning the rest of the children back to the school premises must be made. The key carer and most senior member of staff must remain at the location of the incident at all times.
 - f. If the Early Years Manager or SLT are not on the outing, they should be contacted immediately. The incident should be recorded and parents should be informed.
 - g. A senior member of staff should remain on site to assist the Police. A recent photograph and description of the child's clothing will be given to the Police.
3. The Investigation
 - a. Ofsted will be informed of the incident.

- b. The Early Years Manager will carry out an investigation of the incident. Statements will be taken from all staff and volunteers present at the time.
- c. The Early Years manager or SLT will speak to the parents and explain the process of the investigation.
- d. The Nursery must be aware that the parent may make a complaint to the setting or Ofsted.
- e. Each relevant member of staff will write an incident report with details of:
 - Date and time of incident
 - Where the child went missing from
 - Which staff/children were in the premises or on the outing.
 - When the child was last seen including the estimated time the child went missing.
 - What has taken place in the premises or on the outing since the child went missing.
 - Reports will be countersigned and dated by the Headteacher.
- f. The Early Years Manager will reach a conclusion as to how the breach of security happened.
- g. If there is a Police investigation all staff will co-operate fully. The police will handle all aspects of their investigation, including interviewing staff and parents. The Children's Advice and Duty Service (CADS) will be involved if there is a child protection issue to address, as well as the Local Authority.
- h. Ofsted will be advised if any disciplinary action is to be taken.
- i. The insurance provider will be informed.

4. Managing People

- a. After the incident try to keep everyone calm.
- b. Take into account that some of the staff and volunteers may be suffering from anxiety, distress and guilt and may need support and counselling.
- c. Take into account that, when dealing with the child's parents and their feelings, if necessary they may need to be reminded that aggression towards members of staff will not be tolerated.
- d. When dealing with the children, it is necessary to be honest with them and reassure them.
- 4. E, Depending on the final outcome, the governors will decide on the action to be taken.
- 5. F. The Head teacher will deal with any press interest in the incident.

Uncollected Child

In the event that a child is not collected by an authorised adult at the end of a session/the day, 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 order to cause a little distress to the child as possible. During settling, parents are asked for names and contact details for all adults including emergency contacts authorised to collect their child. All adults who arrive to collect the child will be asked for their unique password. We inform the parents that we will apply our child protection procedures at the end of the School and Nursery site closing time. If the child is not collected by 15 minutes after the session closes and no contact has been made, we follow the procedure listed below.

- The child's room book is checked for any information about changes to usual collection routines.
- If no information is noted, an attempt is made to contact parent/carers at home or at work.
- If this is then unsuccessful, an attempt is made to contact the emergency contacts.
- The child does not leave the Nursery with anyone other than those named on their registration form.
- The school will ensure all numbers on the child's card are contacted again through the rest of the day. During this time we will hold the child in their usual Nursery class if they were due to be collected at the end of the morning session and Honeybees/Wasps if they are still not collected by the end of the nursery day.
- In the case of a child within the main school, we would complete the different stages above and if they still were uncollected by 3.40pm they would be held in Wasps until contact had been made to the parent.

If the child is still uncollected at 6pm, and no arrangements have been made by the parent then we will put the following procedures into place.

- We will contact our Local Authority Children's services team (CADS) to inform them that a child has not been collected and no contact has been had with the parent.
- The child stays at the nursery/school in the care of two members of staff until the child is safely collected by the parents or by a member of Children's Services.
- The Children's Services team (CADS) will aim to find the parents or relative of the child. If they are unable to do so, the child will be looked after by the local authority.
- Under no circumstances do staff go to look for the parent nor do they take the child home with them.
- Ofsted will be informed if the child is taken into the care of the local authority.

A full written report of the incident is recorded and put in the child's file including a written record of all attempts to contact parents/carers and a log of all other calls and responses.

Policy: Reviewed January 2021

Next Review January 2022

Head Teacher:




The Academy of Woodlands Chair of Gov's: