Blue Coat C.E. (Aided) Junior School

Lost and Uncollected Children Policy

Adopted: March 2024

To Review: March 2027

BLUE COAT C.E (AIDED) JUNIOR SCHOOL
LOST AND UNCOLLECTED CHILDREN POLICY

At Blue Coat CE Junior School we ensure that every child is offered a safe and caring environment.

Aim of Policy:
To ensure that every child is safe and secure at Blue Coat CE Junior School.

Procedure for Uncollected Children:

At the end of the day we ensure that all children are collected by a parent, carer or designated adult, or walk home with written permission from a parent.

Children walk out of school to the meeting area to be collected. A member of staff is on "Gate Duty" to oversee children being collected from both gates.

If a child is not collected at the correct time the following action takes place:

- If the parent/carer/nominated person is late the teacher takes the child to the main entrance/office and the HT or Business Manager is informed.
- The Admin Team try to contact the parent/carer/named adult by telephone.
- If unsuccessful further contacts on the child's contact list are called.
- The child remains the responsibility of the school and is not taken from school by anyone who is not authorised to collect the child.
- If, after using all contact numbers, and a reasonable length of time has passed to allow for delay (up to 5:30pm), no suitable contact can be made for collection, the HT or Teacher will contact Social Care Direct.
- Two members of staff remain on the premises at all times, and under no circumstances is the child taken to the home of any unauthorised person.

These procedures are also in place for collection from After School Clubs where club leaders, HT or DHT see children are collected individually from the main entrance - some nights we have numerous clubs on so different exits may have to be used.

Lost Child Procedure:

- If a child is missing (inside school, outside or on a school visit) the teacher will initiate an immediate search of the premises/area by a member of staff without causing undue panic.
- If the child is not found, members of staff will be allocated to search a larger surrounding area, and the HT or DHT/ Lead Teacher are notified.
- If the child is still not found after a reasonable search, the HT or DHT /Lead Teacher will contact the police giving a full description of the child and requesting an immediate and full search of the area.
- The parents/nominated carer will be contacted by the HT, DHT or Lead Teacher.
- At all times the safety and care of the remaining children remains paramount.
- After the incident a full written report will be recorded, and a full review of security procedures will be undertaken.