

# ALL SAINTS' C.E. (C) PRIMARY SCHOOL, ALREWAS

## Lost and Uncollected Children



**'Believe to Achieve'**  
**"Living life to the full" (John 10:10)**

### School Values

**Love + Forgiveness + Friendship + Thankfulness + Trust + Respect = Koinonia**

**With the teachings of Jesus as our guide, we embrace a creative and ambitious curriculum to ignite a passion for learning. We prepare our children for a rapidly changing world by equipping them with critical and creative thinking skills, independence, resilience and respect for our core school values.**

### Children lost on the Premises:

- Every measure is taken to ensure that children cannot be lost in the building or within the school grounds.
- Grounds are secure and gates are kept locked
- Children are never unsupervised either inside or outside the building and correct ratios are maintained at all times.
- All staff are aware of the children in their care and of daily absences.

### If a child goes missing, the following actions are performed:

1. The member of staff who becomes aware of a missing child should alert other staff including the headteacher or member of the SLT.
2. Other children should be assembled in a central location
3. A member of staff searches the premises
4. If the child cannot be found on the premises within 5 minutes, the headteacher (or other staff member), will call the police and inform parents. Teaching staff will continue to search for the child whilst waiting for the police to arrive.

### Children lost outside school premises:

- When taking children off the school site every measure is taken to ensure that children are not lost.
- A risk assessment is done for every school trip.
- Ratios of staff and children are dependent on nature and location of the trip.
- Children are allocated a named adult who has a list of children in their group and will keep those children with them at all times.

- Each member of staff has overall responsibility for named volunteer group leaders.
- Children are counted by the group leader before the visit leaves the school premises, when they are on the coach/bus, on arrival at the destination, prior to leaving the destination and on arrival back at school as well at key times during the day. The group leader will check continually that all children in their group are accounted for.
- The member of staff who becomes aware of a missing child will alert other staff including the headteacher (or member of SLT)
- Other children will be assembled in a central location.
- If the trip is to a staffed venue they should be alerted immediately by the group leaders to enable them to execute their security measures.
- Members of staff search the location
- If the child cannot be found on the premises within 5 minutes the headteacher (or SLT) will call the police and inform parents. Teaching staff will continue to search for the child whilst waiting for the police to arrive.

### **Uncollected Children**

- Parents are made aware of start and end times for sessions and understand that they must be punctual when collecting children.
- Parents are expected to contact the school office if they have been unavoidably delayed.
- If someone else is collecting the child, parents must inform the staff of that person's details.
- Staff will not allow a child to be collected by someone they do not know.
- Parents will be contacted if an unknown person tries to collect a child.
- If a child is not collected at the end of the day/session the member of staff must make the headteacher/SLT member aware.
- Two members of staff must be with the child at all times.
- If the child has not been collected 10 minutes after the end of the session/day, parents will be phoned. If there is no reply, other family contacts will be tried
- After 30 minutes, The Education Welfare Officer will be contacted if other family members/contacts cannot be reached.
- If all of the above are unsuccessful, a call will be made to First Response on 01785 354030

Reviewed September 2019

Next Review September 2020