

Herries Prep School

Missing, Lost or Uncollected Child Policy



Created by:	Rob Grosse, Headteacher	Date: September 2025
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Reviewed September 2025 Rob Grosse

Aim

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

In the event that a child goes missing from school or when on a school outing, we shall follow the procedures outlined below.

Missing child from school premises- EYFS- Y6

The staff will be aware of the whereabouts of young or new pupils and any with a flight risk.

- A member of staff noticing a child missing from the group should make a thorough search of all the areas used by that group since the child was last seen to eliminate simple mistakes or misunderstandings.
- A search should be organised of the rest of the building and the outside area with priority given to the front of the school.
- If the child is not found, the Headteacher should be alerted.
- Information can be sought from other children within the group according to age.
- A member of staff may be detailed to search outside the building and surrounding area if there is any information to suggest the child's possible whereabouts or direction of travel.
- If, after a thorough search, the child is not found the police will be called and then parents are informed.

Lost on an outing

Outings to be recorded in the trips risk assessment file which is kept by the risk assessment co-ordinator Mrs Suzanne Sharp.

- a. The date and time of outing, ages of the children with particular reference to EYFS and additional needs
- b. The venue and mode of transport and names of staff and helpers assigned.
- c. Expected time of return

If a child is lost on an outing the member of staff noticing the child missing should alert other members of the party and carry out a numbers check.

- A member of staff, or the whole group if appropriate, should retrace their movements to the last place that the child was seen.
- Another member of staff should alert the management/organisation of the venue and also the school to inform them of the situation.

- Children on the visit should be asked for any relevant information if appropriate.
- If the child is not found straight away the outing organiser will call the police and then the parents.

Uncollected child

In the event of a child being uncollected we will attempt to:

- Phone the parent /carer or designated adult responsible for collecting. If necessary leaving a message on an answer machine.
- If unavailable, phone remaining contact names.
- If there are older siblings at the school try to establish whether they have any more information and other contact numbers.
- Try to ascertain the cause of the delay and how long it is likely to last.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as possible.
- **If Nursery children are not collected at lunch time they will stay with the rest of the group while staff continue trying to contact the parents/carers or designated adults.**

Uncollected child- Extended Day

- When the Headteacher is present in school and in the event that a parent is delayed she will take overall responsibility until the parent arrives
- Mrs Brooks and another member of staff will remain in school until the last child has departed. Should the parent be more than 15 minutes late, Mrs Brooks will phone the parents of the child to ascertain what the problem is and if necessary will phone the Headteacher who will ensure that the situation is resolved or another senior member of staff who will do the same. A charge will be incurred unless special circumstances apply.
- In exceptional circumstances, where the school has been unable to contact either parent or nominated carer, and has not heard from anyone else concerned with the child, Social Services will be informed.

The safety of children in our care is of prime importance, within the EYFS. When someone other than one of the main named carers is collecting a child, we ask that we are informed on a daily basis when they bring the child to nursery or school – or by contacting the school office or Nursery during the day. We require relevant identification and ideally we would like to have met the person previously. If there is any cause for concern or clarification, the parent will be contacted before the child is released to anyone's care. If a parent has not informed us that someone else is collecting, we will not allow the child to leave without first checking with the parent.