

Shurdington CofE Primary
Be the **BEST** we can be, through love.
Believe Enjoy Succeed Together
'Love God and love your neighbour as you love yourself.'
Matthew 22, verses 37 and 39.

Missing, Lost or Uncollected Child Policy

Shurdington Church of England policies are written in the spirit of Christian values

Shurdington CE Primary After School Club has the highest regard for the safety of the children in our care. Staff will always be aware of the potential for children to go missing during sessions

Missing / Lost Child

Even when all precautions are properly observed, emergencies can still arise. Therefore staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Arrival and Departures policy). If for any reason a member of staff cannot account for a child's whereabouts during a session at the Club, the following procedure will be activated:

- The member of staff in question will inform both the Headteacher or member of SLT and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher (or most senior teacher in school) will nominate a member of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the Club.
- If after thorough searching the child is still missing, one of the Playleaders will inform the police and then the child's parent/carer.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, staff will maintain as normal a routine as is possible for the rest of the children at the Club.
- The most senior member of staff on site will be responsible for meeting the police and the missing child's parent/carer. They will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Headteacher and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the Club's Site Security and Risk Assessment policies).
- All incidents of children going missing from the Club will be recorded in the Incident Record Book.

Uncollected Child

At the end of every session, the Club will ensure that all children are collected by a parent, carer or designated adult, in accordance with the Arrivals and Departures policy. If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- Any child being picked up late will incur a late fee although this is at the Headteachers discretion. This will be £2 for every 5 minutes a parent is late.
- If a parent, carer or designated adult is more than 15 minutes late in collecting their child, the Headteacher or most senior member of staff on site will be informed.
- A Playleader will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- 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 is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Playleader will call Headteacher, who may call the Police non-emergency telephone number for advice.
- In the event of the Police being called, the Playleader will attempt to leave a further telephone message with the parent/carers or designated adult's answer phone, where available. If the child is taken from the club to a place of safety, a note in an envelope, for the parent/carers or designated adult will be left on the door of the Club's premises. The note will reassure them of their child's safety and ask them to call the staff member's mobile phone number or Police phone number.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the Club's premises unless absolutely necessary and only following consultation with the Headteacher or, in his absence, a Deputy Designated Safeguarding Lead.
- The child will remain in the care of a school staff member until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police.
- Incidents of late collection will be recorded by the Playleaders and discussed with parents/carers at the earliest opportunity.
- Late collection may result in the schools DSL making a referral to social services or other relevant agencies.