



Reviewed on:	23 <sup>rd</sup> May 2019
Next Review:	May 2021
Staff Responsibility	Head Teacher
Governor responsibility	FGB
Signed by Chair	

## **Missing or Lost Child, Non-Collection of Child Policy Including Walking Unaccompanied Recommendations**

### **Statement of Intent**

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through implementing our Off-Site Visits Policy and the exit/entrance procedure to ensure the security of children is maintained at all times. In the event that a child is not collected by an authorised adult at the end of a Nursery session or the school day, Barton Primary School will put into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

### **Aim**

In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

### **Procedure for Missing or Lost Child**

If at any time during the school day a child is noticed as missing the following procedure will take place:

- As soon as it is noticed that a child is missing staff will alert a senior member of staff.
- An incident log sheet is started
- The senior and any other available staff will carry out a thorough search of the building and outdoor areas.
- The registers are checked to make sure no other child is missing.
- Doors and gates are checked to see if there has been a breach of security.
- If the child is not found, the parent is contacted and the missing child is reported to police (101)
- The police will want to know:
  1. Where you are
  2. The name of the child
  3. The next of kin of the child
  4. A detailed description of the child (going from head to toe, clothing etc.)
  5. When they were first noticed missing
  6. When and where they were last seen
  7. Circumstances of the disappearance (any trigger, arguments etc.)
  8. Who is looking for the child at the moment, where they are and their mobile phone number
- When the police arrive, they will co-ordinate the search and staff will comply fully with their instructions; staff should continue to search unless instructed by police to stop.
- When the child is found their needs and those of the parent are paramount.
- After the search there will be a need to meet with staff to re-assure them and to take the opportunity to de-brief.
- The Log Sheet should be completed by the staff member co-ordinating the search and handed to the designated Child Protection staff member.

- The Head Teacher will inform Ofsted and the Chair of Governors of the incident.
- A Risk Assessment review will take place in the area from which the child went missing within 3 days and any security improvements put in place as soon as possible.
- The incident should be discussed at the next staff meeting and any recommendations for improvements in the procedure should be made to the Governing Body.

### **Procedure for Non-Collection of Child**

Parents of all children starting at Barton Primary School are asked to provide specific information which is recorded on our Admission Form, including:

- Home address and telephone number – if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or grandparent.
- Place of work, address and telephone number (if applicable).
- Mobile telephone number (if applicable).
- Names, addresses, telephone numbers of adults who are authorised by the parents to collect their child from the school or nursery, for example a child-minder or grandparent.
- Information about any person who does **not** have legal access to the child. (Parent/carers will need legal documentation to support this).

On occasions when parents are aware that they will not be at home or in their usual place of work and not contactable by mobile phone they will inform the School or Nursery office before the day or session begins.

On occasions when parents or the persons normally authorised to collect the child are unable to, they must inform the teacher responsible for the child. The teacher will agree with the parent/carers how the identification of the person who is to collect their child will be verified.

Parents are informed that if they are not able to collect the child as planned, they **must** tell the school so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that in the event that their child/children are not collected from the School or Nursery by an authorised adult and the staff can no longer supervise the child in our premises we apply our child protection procedures in accordance with current recommendations from the Local Authority and 4LSCB as referenced in our [Safeguarding and Child Protection Policies](#).

Barton Primary teaches until 3.00pm and Barton Nursery Sessions end at 2.45pm. If a child is not collected at the end of the school day or Nursery session, we use the following procedures:

- The teacher will contact the office either by using their mobile phone or by walking with the child to the office.
- Provision will be made for the child to be cared for on the premises; at no time will the child be left alone or leave the premises even with a member of staff.
- Every effort will be made to reassure a worried or upset child.
- The office staff will be asked if any information about changes to the normal collection routines has been made known to them.
- A log of the non-collection will be started.
- If no information is available, parents/carers are contacted at home or at work.
- If this is unsuccessful, the adults who are authorised by the parents as emergency contacts to collect their child from the School or Nursery, and whose telephone numbers are recorded on the Admission Form, are contacted.
- All reasonable attempts are made to contact the parents/carers, for example a neighbour is contacted or another member of staff visits the child's home.

- If all the above attempts are unsuccessful, a member of staff will contact Hants Direct Professionals (0300 300 0901) no later than 4pm.
- The log of the incident will be completed by the member of staff dealing with it and handed to the nominated Child Protection staff member.
- If Hants Direct are called then Ofsted will be notified.
- If the child has been placed in After School Club then the parent/carer will be charged for this service to cover staffing costs.

## **Walking Unaccompanied Recommendations**

### **Walking to School and Walking Home Alone**

To keep traffic to a minimum outside the school and the immediate area, thus helping to keep it safe for everyone in the community, and to provide the healthiest start and end to the school day for pupils, we recommend that pupils walk to school from home as much as possible, or leave the car at a reasonable distance away and walk in from there. A free parking permit is available for Coppins Bridge car park for drop off and pick up times.

Barton Primary School recommends that children are accompanied by an adult until Year 4. However, legally the decision and responsibility for children walking alone remains with parents/carers and they may make the decision to allow their child to walk unaccompanied when appropriate for the individual child; if a parent wishes their child to walk home unaccompanied then the school will need written permission from the parent/carer.

In order to help children of Year 5 and 6 develop the skills they need to stay safe, both in preparation for secondary school and outside of school, we encourage parents of children from Year 4 up to consider allowing them more independence; depending on the ability of the individual child to cross roads and keep safe; the journey they have to make and their experience in making that journey.

Getting more independent, when parents are confident their child has the road safety skills, may start with them arranging to meet up with friends and walk into school together, either from home or from a set meeting place. However, it is the parent's choice and responsibility for the school journey and the decision about when your child is ready to walk independently will remain with the parent. If you would like to discuss this with the school, please contact the Head Teacher.

During the winter months, we recommend that parents ensure their child wears bright, light clothing, carries 'high visibility' items and/or carries a torch, as appropriate.

Children may ride bicycles or scooters to school with parent's permission. Pupils must dismount at the gate as no riding of either is allowed once on the school property.

**Please see the school Travel Plan.**