

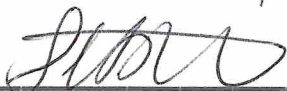


Hart Hill Nursery School

# Lost and Uncollected Children Policy

Updated Spring Term 2023

Ratified by SLT on 01/03/2023

Signed 

To be reviewed Spring Term 2026



### **Rationale**

At Hart Hill Nursery School the safeguarding of our children is paramount. We work hard every day to ensure that the environment and education that we provide is tailored to individual needs and supports families. This policy has been produced to support senior staff with the procedures and expectations that need to be followed should a child being lost or not collected on time from school. This is to ensure the welfare and safety of each child.

### **Aims**

At Hart Hill Nursery School, we aim to ensure that we provide clear procedures for lost and uncollected children by:

- Ensuring all personnel know their role within the team
- Developing a protocol that ensures that children are secure at the beginning and end of each day
- Alerting all adults about their duty of care
- Having clear step by step guides for staff to read, understand and follow with regards to children who may be deemed lost in the nursery or who are not collected on time

### **Prevention of and Procedures for Lost Children**

The staff at the school try their best to prevent lost children through a variety of means. At the beginning and end of each session a named member of staff will be on the gate in the playground (except at 9:00am and 3:45pm – where children are the responsibility of their parents). The outer front door of the main reception will remain locked, with parents gaining access via the intercom system. The school's boundary fences are all secure and require push button entry or exit. Registration will take place daily within ten minutes of the start of each session. Children attending for day care (**Rockinghorse Club**) will have their arrival and leaving times logged in via the sign in/out system on Inventory. Absences will be recorded in accordance with the regulations on the attendance register.

In addition to the beginning and end of the session, staff complete regular children number checks, at various times of the day, including when coming in to the classroom and prior to the gate being opened by a member of senior staff, as well as counting in from the garden at various times throughout the day.

In the event of a child being deemed lost the initial staff member will make a call over the walkie talkie system to ensure that the child is not in another classroom. Another member of staff will check the garden and any unused spaces to ensure they are not 'hiding'. If this initial search does not deem successful the member of staff will again voice of the walkie talkie system and one member from each other team will help to search the school and garden, if the garden gate is open (2 members of staff will search surrounding roads).

The Head teacher will be informed immediately at this point. They will check with all staff and then telephone the police, the parents/carers and alert the Local Authority. After the incident, staff will complete a full debrief of what happened on the day and procedures that may need reviewing or

updating as an outcome. The senior leadership team will report to the Local Authority and will complete full investigations as requested.

Should a child be deemed missing whilst on a school trip, the leader of the trip MUST ring the school immediately and arrange for a search of the trip site to take place. This should involve all children being placed with one member of staff and any parent volunteers (to take place in singing or story type activities), whilst the rest of the staff team search the site, make staff at the trip site aware and contact the police from the trip site. The Headteacher (or most senior member of staff at School) will contact the parent and the local authority, taking their advice on next steps. The leader of the trip must contact the school at half hourly intervals to provide an update on the situation, which the Headteacher can then report back to the parents and the LA; should the trip be a local destination, the most senior member of staff will make their way to the trip site to support and to keep in contact with the school, so that the trip lead can focus on the children on the trip site. Upon returning to the school, a full de-brief and investigation will take place, following LA guidelines and procedures.

### **Procedures for Uncollected children**

In the event of a child being uncollected, they should be reassured and comforted, whilst a staff member reports this to a senior leader. The class teacher would first telephone the parent /carer and then the named emergency contact, both of these telephone numbers can be found on SIMS or in the child's red folder in the main office.

If the child remains in our care beyond the opening times of the nursery, the following procedure must take place:

1. A telephone call is made to the parents/carers, advising them that the school is closed and that if they do not arrive within 15 minutes a senior member of staff will take the child to the nearest police station, as an abandoned child (as advised by Social Care). If the parents/carers are unable to be contacted, you must telephone the MASH team for advice.
2. After 15 minutes, another telephone call is made to the parents/carers, giving a further 5 minutes warning, before leaving for the police station.
3. After 5 minutes, a senior member of staff and an escort will drive the child to Luton Police Station in the town centre. The senior member of staff must take their mobile phone with them in order to stay in contact with the Headteacher (the senior member of staff must have business insurance to be able to do this)
4. If a senior member of staff remains on site, they must ring the parents/carers to inform them where and why their child has been taken to the police. If parents/carers arrive on the premises the senior member of staff must inform the parents where and why their child has been taken to the police station
5. The incident must be written on the Cpoms system, including a record of all events and telephone calls made and by whom

**DO NOT MEET OR TALK TO A PARENT/CARER ALONE IN THIS SITUATION  
IF AT ANY TIME YOU FEEL IN DANGER, YOU MUST RING 999**

### **Monitoring and Implementation**

The DSL will report any incidents or near misses of lost or uncollected children to the Governing Body at least once a term, in the safeguarding report to governors. These incident procedures will be discussed to ensure that this policy was followed and any amendments that may be required in future. It is the responsibility of the Governing Body to ensure that this policy is updated at least annually and that any de-briefs or investigations ensure that procedures were followed.

The Headteacher will ensure that this policy is shared with all stakeholders and that all staff understand their responsibilities from the point of induction to the school.