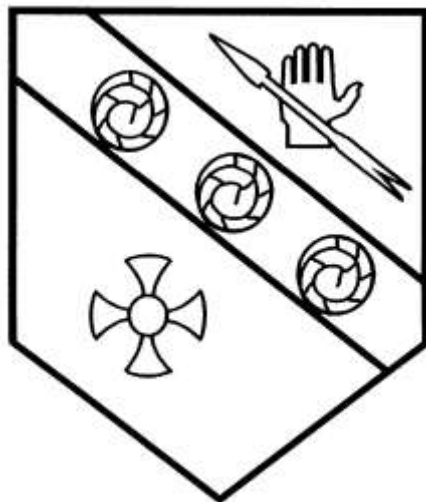


ST HILD'S COLLEGE C OF E AIDED
PRIMARY SCHOOL

Whole School Lost and uncollected child Policy



"Shine Bright"

St Hild's CE Primary School Vision Statement

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

Matthew 5:16

At St Hild's we let the light of Jesus shine through all we do. St Hild shone like a bright jewel. We follow her example, not hiding our light, but letting our unique gifts shine brightly. We are an inclusive, loving community, where everyone is valued and nurtured to grow and fulfil their God-given potential.

At St Hild's CE Primary School, we are committed to working together to provide an inspirational and exciting learning environment where all children can develop confidence, strong moral values and an enthusiasm for life-long learning. We believe that all children should feel happy, safe and valued so that they gain a respectful, caring attitude towards each other and the environment, both locally and globally.

At St Hild's CE Primary School, wellbeing is paramount and everyone is valued and respected, and we are committed to providing an environment that enables full curriculum access that values and includes all pupils, staff, parents/carers and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age, disability, ethnicity, gender, religion and sexual identity. We welcome children of all faiths and none and we believe that every member of our school community should feel valued, respected and treated as an individual.

Christian Ethos

St Hild's CE Primary School is rooted in the Christian tradition. We are committed to nurturing and developing children as rounded, spiritual human beings who understand their role as members of wider communities, locally, nationally and globally. Our children are part of a school that is proud of its values of:

- Community
- Thankfulness
- Forgiveness
- Justice
- Courage
- Love

We believe that every member of our school community should feel valued, respected and treated as an individual. At St Hild's CE Primary School we ensure that every child is offered a safe and caring environment and we ensure that children and their families will be offered a safe and stimulating environment within which children can have fun, be happy and flourish.

The aim of our Lost and Uncollected Child Policy is to support pupils in remaining safe.

Procedure for dismissing children at the end of the school day

At the end of the school day, we will ensure that all children are collected by a parent, carer or designated adult from the KS1 playground. All classes are led from their classroom to the playground by their class teacher or other identified member of staff.

Children are expected to remain in their class line. When they reach the front of the line, they are expected to point out the person who is collecting them from school. When the class teacher or identified member of staff has seen this person (and recognises them as an adult with responsibility for collecting the child), the child will be dismissed from the line. Where the class teacher or identified member of staff does not recognise the adult who has come to collect the child, they will seek advice from other members of staff on the playground. The collecting adult will be asked to verify their name and this will be checked against the pickup list information provided by the parent/carers. Where concerns remain, the child will be taken into school by a member of staff and advice will be sought from a member of the Safeguarding Team before the child is allowed to leave school.

Children in Year 5 and Year 6 are allowed to walk home from school alone if parents give written permission.

Procedure for uncollected children

If a child is not collected at the correct time the following actions will take place:

- If a parent, carer or designated adult is more than 10 minutes late in collecting their child, the child will be taken to the main school office by their class teacher or other identified member of staff. The Head Teacher or Positive Futures Worker will be informed.
- Office staff will try to contact the parent/carers by telephone.
- If unsuccessful, office staff will try to speak to any nominated contact person by telephone following the contact preference order provided by parents/carers in the admission documents.
- The child will remain the responsibility of the school and in no circumstances will be taken from the school by any person who is not authorised to collect the child.
- If, after using all available contact numbers and a reasonable amount of time has passed to allow for a delay (up to 6pm), office staff have been unsuccessful in identifying a reason for the delay in collection and a suitable contact is not available to collect the child, the HT or Positive Futures Worker will contact First Contact 03000267979
- Two members of staff will remain on the premises with the child. Under no circumstances will the child be taken to the home of a member of staff or any other unauthorised person.
- If school has no alternative but to leave the child with the Social Care Team, the HT or Positive Futures Worker will try to contact Parents leaving recorded messages where possible explaining what action has been taken.

- All members of staff involved will record all incidents of late collection, recording the actions which were taken. Where concerns remain, the Head Teacher and Positive Futures Worker will discuss these with parents/carers at the earliest opportunity.

These procedures are also in place for collection from After School Clubs where an identified member of staff will ensure that all children are collected individually from the main school entrance.

Lost Child Procedure

If a child is reported missing (inside school, outside school, or on a school visit) the following actions will take place:

- The teacher in charge will initiate an immediate search of the premises/area by a member of staff without causing undue panic and the HT or DHT/Positive Futures Worker will be notified immediately.
- If the child is not found, a member of staff/members of staff will be allocated to search a larger surrounding area.
- If the child is still not found after a reasonable search, the HT or DHT/Positive Futures Worker will contact the police giving a full description of the child and requesting an immediate and full search of the area.
- The parent/carer will be contacted by the HT or DHT/Positive Futures Worker.
- At all times, the safety and care of the remaining children remains paramount.
- After the incident, a full written report will be recorded and a full review of security procedures will be undertaken. The appropriate teams at DCC will be informed and all advice will be implemented fully by St Hild's primary School.

Policy Review:

This policy will be reviewed, and updated if necessary, every 2 years or when legislation changes.

Date of Implementation: September 2022

Date of Review: September 2024

Signed Head Teacher: *A Ryder*

Signed Chair of Governors: *J Moss*