

SINCLAIR HOUSE SCHOOL

Safeguarding Children – Procedure for lost and uncollected children policy (within the building and outside areas)

This policy applies to both the Montessori Nursery and the Prep school including the Early Years Foundation Stage (EYFS) is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Document Details

Information Sharing Category	Public Domain
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Date Published	September 2020
Authorised by (if required)	Carlotta O'Sullivan
Review/Update Date	January (annually) - unless earlier review is required as per. DfE guidance update
Responsible Area	Safeguarding Team

Aim:

We have a duty under the Welfare Requirements to safeguard and promote children's welfare and we have processes in place to ensure the building and surrounding site is secure.

In the unlikely event of a child going missing from the grounds the following process will be followed:

Procedure for lost child at the Nursery:

- As soon as a child is thought to be missing, inform your work colleague and alert the Nursery manager.
- Gather remaining children with your colleagues. Remain calm, do not alarm other children.
- Nursery manager will search all areas of the building and grounds and, if necessary, send team members to search away from the building. Any team members searching away from the immediate building to be given a contact phone and to always remain in contact with the Nursery Manager.
- Once the child is found, the incident will be recorded accordingly on CPOMs, and parents informed by the manager.
- A risk assessment will be undertaken to analyse the situation and establish precautions to be put in place to ensure it does not happen again.
- **If the child is not found** on the premises, police will be called (999) and the parents will be immediately informed.
- Staff will continue to search until advised otherwise by the police.
- The Nursery Manager will inform ISI.
- Reports of the incident will be produced, signed, and dated by all those involved. All reports will be logged on CPOMS.

Procedure for uncollected children at the Nursery:

At Sinclair House Nursery we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to advise the Nursery Teachers via phone or email if they will be late to collect their child.

The Nursery day ends at 4.15pm. The children are always supervised by two or more Teachers until their parents arrive. If a child has not been collected the child will stay with the supervising Teachers while another team member contacts their parent/carer to ascertain the situation. Supervising teachers will remain with the child until parent/carer arrives.

A child is never released to an unauthorised person, even if the collection is late, unless an authorised person contacts the school prior to the end of the day and gives authority for a third party to collect. The authorised person should give the name and a physical description of the unauthorised person. A clear message will be communicated to all teachers for them to check the description and details before dismissing the child.

If someone other than the parent/carer will be collecting a child on a more permanent basis, we ask that the parent/carer introduce the third party to staff prior to the arrangement and their photograph and details will be placed in the 'nanny file' in each building.

If a child is uncollected at the end of the Nursery day and no contact can be made with any parents or carers by 6.00pm, police and social services will be contacted.

Procedure for lost child at the Prep school:

- As soon as a child is thought to be missing, inform your work colleague and/or the main office, who will alert SLT.
- Gather remaining children with your colleague. Remain calm, do not alarm the other children.
- Make a quick, but thorough, search of all areas the child has most recently used.
- Remaining team will search all areas of the buildings and grounds. Those searching away from the immediate building will have a mobile phone with them so that contact is maintained with all staff.
- Once the child is found, the incident will be recorded accordingly on CPOMs, and parents informed by the Headmistress or one of the Deputies.
- A risk assessment will be undertaken to analyse why the situation happened and establish precautions to be put in place to ensure the incident does not happen again.
- **If the child is not found** on the premises, police will be called (999) and parents are immediately informed.
- Staff will continue to search until advised otherwise by the police.
- The Headmistress will inform ISI.
- Reports of the incident will be produced, signed and dated by all those involved in the incident.

Procedure for uncollected children at the Prep school:

At Sinclair House School we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to advise the main school office if they will be late to collect their child.

The school ends at 3.30 pm for Pre-Reception – Year 6. (Pre-Reception also have the option to be collected at 1pm). Afternoon club sessions, end at 4.30 pm. The children are supervised by the supervising teacher until their parents arrive. If a child has not been collected the child will stay with the supervising teacher and parents/carers are contacted by the School Secretary/member of office staff to ascertain the situation. Supervising teacher remains with the child until parent/carer arrives.

A child is never released to an unauthorised person, even if the collection is late, unless an authorised person contacts the school prior to the end of the day and gives authority for a third party to collect. The authorised person should give the name and a physical description of the unauthorised person. A clear message will be placed in the 'End of Day' yellow' file. Members of staff must check the description and details before dismissing the child.

If someone other than the parent/carer will be collecting a child on a more permanent basis, we ask that the parent/carer introduce the third party to staff prior to the arrangement and their photograph and details will be placed in the 'Yellow' file.

The 'Yellow' file is kept in the school office until home time.

If a child is uncollected at the end of the school day and no contact can be made with any parents or carers by 6.00 pm, police and social services will be contacted.

Signed:

Date: January 2021



Mrs Carlotta T.M O'Sullivan (Principal and Proprietor)

Date of next review: January 2022

To be reviewed by no later than one year after the date shown above. January 2022.