Sandy Lane Nursery and Forest School
"Nurturing curiosity and inspiring imagination"

Missing Child and Uncollected Child Policy

DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	17.11.15	Adopted by school's Curriculum Committee
	2	09.01.17	Update for adoption by school's Curriculum Committee
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Legislation

- Education Act 2002, section 175
- Children Act 1989, section 1
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006, as amended by the Protection of Freedoms Act 2012

Approval

Governing body free to determine how to implement

Review Frequency

Governing body free to determine

Version 2 Amendments

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MISSING CHILD AND UNCOLLECTED CHILD POLICY

At Sandy Lane Nursery and Forest School children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made to ensure the security of children is sustained at all times. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point. In the unlikely event of a child going missing, our missing child procedure is followed.

The safety of all children will be given our highest priority.

OBJECTIVES

1. To locate any missing child quickly
2. To ensure that all children are kept safely on the school premises during school hours
3. To ensure that children who leave nursery during the session only do so with an appropriate adult (over 16 years of age) whom the child's key person knows to have parental responsibility/permission from the parent/carer to collect the child
4. To ensure that the building, grounds and play areas are safe and secure during school hours
5. To ensure that teachers and staff keep children under proper supervision at all times
6. To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school

There are a limited number of situations where a child could be missing:

- Where a child is playing and hides either within the indoor classroom or outside in the garden area or whilst on a nursery outing
- Where a child manages to get through the classroom doors
- Where a child is taken from the nursery by an unapproved adult

STRATEGIES TO REDUCE THE OPPORTUNITIES WHERE A CHILD GOES MISSING

Staff: general

1. On arrival, all staff must sign in and out to work using the inVentry visitor management system
2. All members of staff are issued with identity badges which must be worn at all times
3. Staff must undertake a visual risk assessment, both indoors and outdoors, to ensure all areas are safe and secure for children to use

4. Staff must ensure that doors (exit doors: main room entrance, corridors) are kept closed at all times
5. If pupils leave the security of the classroom to work or play in other parts of the school, ensure that adequate supervision is maintained at all times
6. Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa
7. Updated contact information for parents and carers is sought and maintained
8. Staff must ensure that only agreed adults are allowed to collect children as stated on the "Pupil Information Sheet". Under no circumstances should children be allowed to leave with an unidentified adult
9. In the case of an emergency, verbal consent will be allowed for an alternative collection – staff should ensure that the person is identified upon arrival, eg, name
10. Staff working with children must create opportunities to discuss in an informal way the possible dangers around them, eg, leaving school only with their special adult, being approached by a stranger, getting lost, appropriate play – when to hide and when not to hide
11. Staff must ensure that any visitors to their room are displaying the appropriate badge/inVentry sticker and if not are requested to return to main reception (a highlighted sticker indicates the visitor is not DBS)
12. Staff should make themselves aware of events taking place in the school/centre and challenge any unrecognised and/or unaccompanied adult who is in the building/on site
13. Whilst on door duty and children are entering/exiting, staff will not enter into discussions with parent/carers but will ask them to wait until staff feel it is safe to do so, ie, when the numbers of children are manageable

Children arriving at the start of a session (Garden Room)

1. A member of staff will stand by the outer main door to the classrooms (all other doors will be closed and only opened by parent/carers)
2. A member of staff will locate themselves around the coat cupboard and toilet area
3. All other staff will be spread evenly throughout the remainder of the room
4. The main door will close after 10 minutes – all other arrivals will need to sign in as late
5. The key workers in each room ensure that all children are marked on the register once in key groups
6. The number of children present in each room is displayed on a whiteboard to keep a visual register check
7. If any children arrive after registration or leave early the register and whiteboard will be adjusted accordingly

Children exiting at the end of the session (Garden Room)

1. Two staff will be assigned to each story room and a further member of staff will stand by the closed main inner doorways
2. The children will gather for story in their allocated rooms

3. A headcount will be conducted to ensure all children are accounted for and the number correlates to that recorded at the beginning of the session (any unaccounted children will be discovered and returned to their correct room)
4. At the end of story/singing the children will collect their coats and staff will register the children by crossing through the previous mark (any unaccounted children will be discovered and returned to their correct room)
5. The member of staff standing at the main inner closed doorways to the classrooms will await a signal from the other staff to confirm they have the correct number of children in their story room
6. Once numbers are confirmed correct the above member of staff will stand by the main outer opened doorway to let parents through, the main classroom doors will remain closed and only opened by parents
7. Each child will be handed over to their parent/carer from their room doorway

Children arriving at the start of a session (Rainbow Room)

1. All children will be brought in to the Rainbow classroom by their parent/carer and handed over to a staff member
2. A staff member will record the arrival of each child on to the class register.
3. All other staff members will be spread evenly between the two main Rainbow classrooms
4. As children arrive, the register will be updated
5. Staff will ensure that they are aware of the number of children present in their key group and, as transitions take place, they will monitor the number

Children exiting at the end of the session (Rainbow Room)

1. At the end of the nursery session, all children will say goodbye in their key groups and a final check of numbers will be made
2. Children will be collected from their group at the end of the session; each child will be handed to their parent/carer

Supply/casual staff, volunteers and students working with children

1. All visitors must sign in and out using the inVentry visitor management system located in the reception area
2. All visitors are issued with the appropriate badge which must be worn throughout their stay

Parents/Carers

1. Written details of adults who will be authorised to collect children will be recorded on the “Pupil Information Sheet”
2. Parents are encouraged to be aware of room security and that doors are closed behind them so that other children are unable to exit the room
3. In an emergency, a parent must telephone the school/centre to give details about the change of adult collecting their child, this must include the person’s name and description

4. If collecting their child early, parents/carers must alert a staff member and must ensure that they sign their child out on the inVentry visitor monitoring system

PROCEDURES

Measures for a child who goes missing on the premises

1. If a child cannot be found by their key person, the headteacher **must be notified immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. Reception staff must be notified to ensure no child leaves the building and the main door is secured.
3. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the nursery classrooms, play areas, storage areas, toilets, and the school grounds.
4. If the child is not found within 10 minutes, the police must be called by the headteacher or staff member.
5. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the nursery.
6. As soon as possible, the parents will be notified that their child is missing.
7. The local authority and the chair of governors will be notified by the headteacher that a child is missing.
8. If a member of staff finds the child, the headteacher must be told at once. Parents, police and other authorities will be notified.
9. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Measures for a child who goes missing on an outing

1. As soon as it is noticed that a child is missing, staff on the outing must gather all of the children together and conduct a roll call and headcount.
2. The educational visit co-ordinator/staff member in charge will establish where the child was last seen and at what time, inform the venue staff of the situation and seek their support in immediately beginning a search of the vicinity for no longer than 10 minutes and if possible securing the area.
3. Any other staff who are safely able will assist in the search.
4. If the child is not found, the educational visit co-ordinator/staff member in charge will contact the police to report the incident.
5. Educational Visit Co-ordinator/staff member in charge will contact Sandy Lane Nursery and Forest School to report the incident.
6. The school will contact the child's parents/carers and ask them to make their way to the venue
7. The educational visit co-ordinator/staff member in charge will reconfirm where the child was last seen and record this information.
8. The educational visit co-ordinator/staff member in charge must remain at the venue and wait for the police and the rest of the staff must take the children back to Sandy Lane Nursery and Forest School.
9. The local authority and chair of governors will be notified by the headteacher that a child is missing.

10. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Measures for an uncollected child

In the event that a child is not collected by a parent/carer at the end of a session, the following procedure will be followed:

1. The office staff will attempt to contact the parents/carers on all contact numbers provided.
2. If this is unsuccessful, then the adult authorised by the parents/carers to collect their child from nursery will be contacted.
3. Again, if this is unsuccessful, every effort will be made to contact a parent/carer or authorised adult. This could include two members of staff going to the child's family home.
4. If, after one hour, the child has not been collected and there is no-one who can be contacted, then the Assessment and Intervention Team will be contacted. Telephone: 01925 444209 Out of hours: 01925 444400
5. The child will stay at the nursery with two members of staff until they have been safely collected by the parent/carer or a social worker.
6. Attempts will continue to be made to contact parents/carers throughout this time.
7. Under no circumstances will a member of staff take the child home.
8. A full written report of the incident will be completed by all relevant staff as well as the DSP (Designated Senior Person). This record will be kept confidentially in the safeguarding file.

Measures for late collection of a child

In the event that a child is not collected by a parent/carer at the end of the session, the above procedures will be followed in accordance with the uncollected child policy. Depending on circumstances, the school reserves the right to charge parents for the additional hours worked by its staff. The Duty and Assessment Team may also be informed and an incident report completed and kept confidentially in the school's safeguarding file.