



The Mosley Academy

Missing / Lost and Uncollected Child Policy

We aim to ensure that children do not leave the premises unsupervised and that intruders do not enter the premises.

School staff will make every possible effort to prevent the loss of a child. The gates onto the playground (front of school) and the field gate is locked. Access to the visitor entrance is via buzzer. Entrance to the school building is authorized by the office staff.

Registers are taken at the start of the day and again after lunch.

The school office sign children in and out when attending appointments. Children are escorted onto the playground at home time, where they are met by parents/carers.

Procedures

- **In the event of a child going missing whilst on the premises during school hours.**

The head teacher and/or deputy head teacher will be informed and an immediate search of the school and surrounding areas will begin. All other children will continue to be supervised and routines maintained as far as possible. If the child is not found in 15 minutes, the police will be contacted as well as the parent/carer of the child. The incident will be logged and the LA informed.

- **In the event of a child going missing on an out of school visit.**

Risk assessments are carried out for all visits. We ensure appropriate adult to child ratios. Staff will make every possible effort to prevent the loss of a child. The whole area will be searched by the person leading the visit. The head teacher and or deputy head teacher will be informed. All other children will continue to be supervised. If the child is not found within 15 minutes, the police will be contacted as well as the parent/carer of the child. The incident will be logged and the LA informed.

- **Uncollected child policy**

In the event of a parent failing to collect their child at the end of the school day the following procedure will be put into place:

The parents/carer of the child will be telephoned after 10 minutes. If parents cannot be contacted the school will then telephone nominated persons on the emergency contact list. Failing that, OFSTED state that:

Social Services should be contacted using the First Response number 0800 1313126. If out of hours (e.g. school disco) use 0845 6042886

Date of policy: March 2015