



ST BENEDICT'S SCHOOL  
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## Lost and Uncollected Children Policy – Junior School

Authorised by: The Board of Governors of St Benedict's School

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Signature:

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## 1 Procedure for Uncollected Children

At St Benedict's Junior 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 Nursery or Junior School if they will be late to collect their child.

Our school day ends at 3:30pm in PP1 and at 1.00pm, 3:15pm and 6:00pm in the Nursery, depending on the chosen option. Our children are supervised by the staff at the point of collection until their parent arrives or until 3:45pm in PP1 when they will be taken by the member of staff to the After-School Club where they will be supervised until their parent/carer arrives.

In the event that a child is not collected by the due time, a telephone call will be made to parents to ascertain the situation. The child will remain supervised in the After-School Club and the Nursery until the parent/carer arrives. At least one member of staff must have a Paediatric First Aid Qualification when EYFS pupils are being looked after.

Parents have been advised in writing that the usual rate for After-School Club will be charged in these circumstances.

At St Benedict's Junior School and Nursery a child is never released to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that because of an emergency a different person will be collecting the child. The authorised person should give the name, address and a physical description of the unauthorised person and the member of staff should check this description and details before permitting the child to leave.

## 2 Procedure for Lost Children

At St Benedict's Junior School every precaution is taken, through the use of risk assessments and thorough planning and supervision, to ensure that children are safe both at school and on outings. However, there are limited situations where a child could become lost.

**Should a child become lost the following action should be taken:**

- Alert the member of staff in charge, Mrs M. Edwards (Head of EYFS), **and**, via the school office, Mr R. G Simmons (Junior School Headmaster), or in his absence, Mrs T Scott (Junior School Deputy Head) who will make enquiries of relevant members of staff to ascertain when and where the child was last seen.
- Remember the safety of other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found then the Police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phone if available.

When the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again.

**This policy is to be reviewed during the Michaelmas Term 2021 on an annual basis by the Senior Management Team.**

## SBJS Lost and Uncollected Children Policy

### Appendix A – Arrangements during the COVID-19 Pandemic

The following arrangements are in place during the COVID-19 pandemic.

#### Arrival and Departure Information

In keeping with the approach used during the second half of the Trinity term 2020, we will endeavour to keep the Year Group ‘bubbles’ separate by facilitating staggered arrival and departure times. Upon collection from the relevant area, staff accompany pupils to the classrooms.

	<b>Start Date</b>	<b>Daily Arrival</b>	<b>Daily Departure</b>	<b>Entrance</b>
<b>Nursery</b>	Monday 7 September	8.00-8.10am	1.00-1.10pm	Abbey Playground Gate (am) / Nursery Entrance (pm)
			3.30-3.40pm	Nursery Entrance (pm)
			5.30-6.00pm	Nursery Entrance (pm)
<b>Pre-Prep 1</b>	Thursday 10 September	8.10-8.20am	<b>Thursday 10 and Friday 11 Sept.</b> - 11.45am  <b>Monday 14 and Tuesday 15 Sept.</b> - 1.00pm  <b>Wednesday 16 Sept. onwards</b> - 3.30-3.40pm	Montpelier Avenue Gate (am) / Abbey Playground Gate (pm)
<b>Pre-Prep 2</b>	Monday 7 September	8.10-8.20am	3.40-3.50pm	Abbey Playground Gate (am & pm)
<b>Pre-Prep 3</b>	Monday 7 September	8.20-8.25am	3.50-4.00pm	Abbey Playground Gate (am & pm)
<b>Lower Prep</b>	Monday 7 September	8.25-8.30am	4.00-4.10pm	Abbey Playground Gate (am & pm)
<b>Upper Prep</b>	Monday 7 September	8.30-8.35am	4.00-4.10pm (Monday to Thursday inclusive)  3.30pm (Friday)	Montpelier Avenue Gate (am) / Abbey Playground Gate (pm)  Perivale (pm)
<b>Form 1</b>	Monday 7 September	8.30-8.40am	4.10pm (Tuesday, Wednesday & Thursday)	Abbey Playground Gate (am & pm)

			4.30pm (Monday)	Perivale ( <b>pm</b> )
			3.30pm (Friday)	Perivale ( <b>pm</b> )
<b>Form 2</b>	Monday 7 September	8.35-8.40am	4.10pm (Tuesday, Wednesday & Thursday) 4.30pm (Monday) 3.30pm (Friday)	Montpelier Avenue Gate ( <b>am</b> ) / Abbey Playground Gate ( <b>pm</b> )  Perivale ( <b>pm</b> )  Perivale ( <b>pm</b> )

With the exception of specific dance and music activities, *SBJS Hobbies* will not take place whilst government guidance indicates that *Year Group 'bubbles'* must be maintained. The following options will be offered to SBJS Parents.

#### **Class Supervision (No Additional Charge, Monday to Thursday inclusive)**

<b><i>Class Supervision 'Bubbles'</i></b>	<b>Start Time</b>	<b>Collection Time</b>
<b><i>Pre-Prep 1</i></b>	3.40pm	4.15pm
<b><i>Pre-Prep 2</i></b>	3.50pm	4.25pm
<b><i>Pre-Prep 3</i></b>	4.00pm	4.35pm
<b><i>Lower Prep</i></b>	4.10pm	4.45pm
<b><i>Upper Prep</i></b>	4.10pm	4.45pm
<b><i>Form 1</i></b>	4.15pm	4.55pm
<b><i>Form 2</i></b>	4.15pm	4.55pm

The pupils who attend the *class supervision sessions* are able to complete prep assignments and to engage in creative activities (e.g. artwork and storytelling).

Should a *Parent/Guardian* be delayed at collection time, the child/ren in question will be supervised on the *Abbey Playground*. If the delay is more than 15 minutes, the child/ren will be escorted to the *SBJS Reception* and contact made with the *Parent/Guardian* to establish the time that collection will occur.

**After School Club (£15 per session, Monday to Friday inclusive)**

<b>ASC 'Bubbles'</b>	<b>Start Time</b>	<b>Collection Time</b>
<b>Pre-Prep 1</b>	3.40pm	4.50-5.00pm
<b>Pre-Prep 2</b>	3.50pm	5.00-5.10pm
<b>Pre-Prep 3</b>	4.00pm	5.10-5.20pm
<b>Lower Prep</b>	4.10pm	5.20-5.30pm
<b>Upper Prep</b>	4.10pm	5.30-5.40pm
<b>Form 1</b>	4.15pm	5.40-5.50pm
<b>Form 2</b>	4.15pm	5.50-6.00pm

The children attending the *After School Club* are kept in their *Year Group 'bubbles'*, with clearly demarcated zones indoors and outdoors for each 'bubble'.

Should a *Parent/Guardian* be delayed at collection time, the child/ren in question will be supervised on the *SBJS Forecourt*. If the delay is more than 15 minutes, the child/ren will be escorted to the *SBJS Reception* and contact made with the *Parent/Guardian* to establish the time that collection will occur.

***Access to Drinking Water***

A limited number of water fountains will continue to provide drinking water for pupils and members of staff. An adult must supervise children using the water fountains. Bottles of water are available in *Orchard Hall* during lunch.