



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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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 3:40pm 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 or completes the appropriate online form which gives permission for this. 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 2022 on an annual basis by the Senior Management Team.

Appendix A – Arrangements during the COVID-19 Pandemic

The arrangements may need to be adapted and put in place during the *COVID-19 pandemic*.

Arrival and Departure Information

In keeping with the approach used during the previous periods when “*bubbles*” of year groups have been put in place, we will endeavour to keep the *Year Group ‘bubbles’* separate in a range of ways e.g. facilitating staggered arrival and departure times or allocating distinct areas for arrival/departure, outdoor play and indoor teaching and After School Care arrangements.

For Year Groups placed into “*bubbles*” for a defined time, *Hobbies* will not take place whilst government guidance indicates that *Year Group ‘bubbles’* must be maintained.

Where suitable staffing levels allow us to do so, SBJs Parents of children in Year Group bubbles will be offered the opportunity for their children to be supervised in a separate After School Club bubble. Should there be inadequate staffing levels to facilitate this, parents will be requested to collect their children at the end of the school day for the respective year group.

Should a *Parent/Guardian* be delayed at collection time, the child/ren in question will be supervised on the *Junior School Forecourt*.

If the delay is more than 10 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.