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

The school day ends at 3:30pm for children in Reception through to Form 2 (the exception being - 4.30pm for Form 1 and Form 2 on Mondays due to Games). There are a range of post-school day hobbies on offer which finish at a range of times all of which are shared with parents at the point when they register their child's attendance at post-school day hobbies.

The Nursery closes at 6.00pm, Monday to Friday inclusive.

Our children are supervised by the staff at the point of collection for up to 10 minutes after the expected collection time. If a parent/carer has not arrived by then, the child will be taken by the member of staff to the After-School Club where they will be supervised until their parent/carer arrives.

If 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 children 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, using 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 Pre Preps), **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, regarding 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.

Any incident involving a lost or uncollected child will be recorded in writing, including the chronology, actions taken, persons contacted and any follow-up action. The incident will be reviewed by the safeguarding and/or senior leadership team to identify lessons learned and any

changes required to risk assessment, supervision, or procedure.

This policy is to be reviewed during each Michaelmas Term on an annual basis by the Senior Executive Team.