

# Date Valley School

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## Lost/Uncollected Children's Policy

The safety and security of the children in our care at Date Valley School are of utmost importance. Every care is taken to ensure that the children are accounted for at all times during the school day, Insha Allah.

### **Procedures:**

- Each child who arrives at school on time is registered first thing in the morning following the child being supervised whilst they enter the school building
- Staff maintain an appropriate high level of supervision throughout the school day and are aware of the location of the children in their care at all times
- If a child needs to leave the classroom for any reason, the child must have permission from the teacher
- If children are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time
- The register is taken twice a day, at the beginning of the morning and afternoon sessions
- At home time children are dismissed by a member of staff who must ensure that the child has been collected by the parent or an authorised adult (adults that are authorised on the Updating Details Form)
- If for any reason the child needs to be picked up by an adult who is not on the authorised list; the parent/legal guardian needs to let the **school office** know by one of the following methods:
  - Email – from a registered email address
  - Phone-call – The call should be logged by office staff
- If the office staff do not recognise the caller's voice, the child's full name, date of birth and home address should be provided for security clearance
- Following notification via the above mentioned methods a pick-up slip is generated by the school office, for use on the same day only
- The adult must collect the pick-up slip from the office and may need to produce some photo-ID if not known to staff
- The adult must handover the pick-up slip to the child's teacher when collecting the child
- Teachers should have their clipboard with the assigned pick up list so they can check who the assigned adults are without delay. The pick-up slips collected should be safely clipped to the clipboard and returned to the office
- To make sure all procedures can be followed and implemented effectively, parents must understand that they cannot distract the teachers when they are discharging their pupils. If they want a quick word with the teacher they must wait (on the side) until all the pupils are dismissed (this is only for very quick matters, all other discussions with teachers must be via an appointment)
- Parents must collect their child as soon as the teacher is ready for dismissal and avoid standing near the class lines
- After School Club children will be transferred to the clubs and remain the responsibility of the school during the transition
- The same pick-up procedures apply during after-school-club pick up

### **There are a limited number of situations where a child could be lost and these are:**

- Where a child wanders off on an outing or after a Canons Leisure Centre session
- Where a child escapes from the playground
- Where a child is taken from the Nursery or Primary by an unauthorised adult

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

- Alert the member of staff in charge or the Headteacher who will make enquiries of relevant members of staff as to when the child was last seen and where
- Remember the safety of the 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, playground and immediate vicinity
- If the child cannot be found within fifteen minutes then the parents must be informed
- Continue to search, opening up the area, keeping in touch with school management at all times via a mobile phone
- If the child is not found, the police are to be notified
- In the event of the child being found, a letter of apology must be sent to the parent/carer. An issues form must be completed and the matter investigated further to avoid reoccurrence
- Members of staff should review the reasons for the incident occurring and ensure measures are taken to ensure that it does not happen again

Our school session ends at 3.00pm for Early Years and 3.15pm for Primary, 12.00pm for nursery children attending morning sessions and 4.30pm for children attending After School Clubs. It is expected that all children will be collected on time. If for any reason a parent is unable to come on time, then the school must be informed and arrangements will be made with the parent.

**If at the end of a session, a child has not been collected and we have not been notified by the parent of any unusual circumstance, the following procedure should be followed:-**

- It is the duty of the Headteacher or the Senior Management Team to be responsible for any child who has not been collected at the end of a session
- Up to fifteen minutes after the end of a session a member of staff will keep the child safe
- After this time if the child has not been collected, the parent/carer will be called
- In the event of no answer, an emergency contact will be notified as listed on the child's Registration Form / Updating Details Form
- If an emergency contact is notified, they will be asked to collect the child and responsibility for the child will be passed onto them
- If we cannot get hold of an emergency contact, then it may be necessary to notify Social Services
- In the event of Social Services being notified, they may take the child to their centre. In this instance the child's records must be kept to hand and frequent attempts made to contact the parent/carer or emergency contact
- If the member of staff is a friend of the parent/carer, then it may be possible to keep the child until such time as we find out where the parent is. The Headteacher or the Managing Director must be contacted before this step is taken
- We will do our utmost to keep the child in a safe environment where he/she does not feel threatened and to always act in the best interests of the child
- Late mid-day and afternoon collections will be noted down and the parent / carer will need to sign the late book even if a phone call has been received informing of the late pick up. After three late pick up entries (per term) a £10 penalty charge will be payable. Primary children are considered late if collection occurs after 3.25pm, (12.15pm when the school closes at 12.00pm). Early Years children are considered late if collection occurs after 3.15pm, (12.15pm for those attending morning session)
- If an adult has come to collect a child and is not listed on school records as an authorised adult for the child, then the parent / carer must inform the school office. (See procedures above for details)
- If no such communication has been received by the school office, the child cannot be released to the unauthorised adult until confirmation has been sought by the parent / carer
- The implementation of this policy will be monitored by a member of the senior management team

This policy has been read and approved for Date Valley School, by the Managing Director and the Date Valley Trust Policy Committee.

Date: January 2018