

7.19 PROCEDURE FOR MISSING, LOST AND UNCOLLECTED CHILDREN POLICY

Availability

This policy is made available to parents, staff and pupils in the following ways: on request a copy may be obtained from the School Office.

Monitoring and Review:

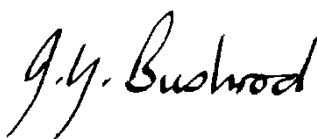
- This policy will be subject to continuous monitoring, refinement and audit by the Headmaster and Principal.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:

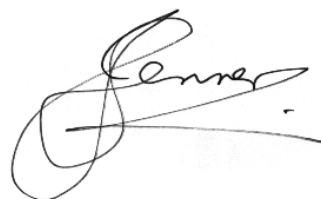
Date: August 2016



Mr J. Jenner jr.
Principal



Mr J. Bushrod
Headmaster



Mrs J. Jenner
Proprietor

Procedure for uncollected children

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 member of staff in charge is alerted, the safety of other children is paramount and they are sufficiently supervised, the police and parents/guardians/carers are informed and the area where the child was last seen is continuously searched. When the situation has been resolved, staff review the reasons for it happening and take measures to ensure that it does not happen again. Magdalen Court School works closely with parents/guardians/carers and agencies and we are alert to the potential signs of children going missing. We keep track of children who regularly go missing, become missing for any period of time or who regularly return home late. We listen to young people and take any disclosure seriously, sharing information with agencies.

At Magdalen Court 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 Early Years Department if they will be late to collect their child.

Our school day ends at 3:50pm and children are supervised by Early Years staff at the point of collection until their parent arrives or until 4.00pm when they will be taken by the member of staff to Main School Late Room 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 parent to ascertain the situation. The child will remain supervised in Late Club until the parent/carer arrives. Parents have been advised in writing that the usual rate for Late Club will be charged in these circumstances. (See Appendix A)

At Magdalen Court School 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.

Magdalen Court School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

If someone other than the parent/carer will be collecting a child we ask that the parent/carer introduce the third party to staff prior to the arrangement.

If a parent is unavoidably detained then a third party can collect the child if a password, agreed between the parent/carer and teacher, is used.

Procedure for lost children

At Magdalen Court 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, 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.