Sires Hill
PRIMARY ACADEMY

Lost Child and Uncollected Child Policy
Whole School & EYFS

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

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Policy Review Information:

Policy	SHPA Lost Child and Uncollected Child Policy
Review schedule	Every 3 Years
Statutory Policy	No
Policy owner	Exec Principal
Lead Reviewer	Exec Principal
Approver and date of last approval	Exec Principal, October 2026

Key review dates	**Changes made**
04/2016	Written by A Ashcroft
09/2020	Reviewed: Added use of CPOMS. Updated to reflect KCSIE 2020
02/2023	DPA policy aligned to SHPA branding pre September '23 opening
December 2023	Staffing references updated
October 2026	Reviewed by A Ashcroft against DfE KCSiE 2026 Updates to Working together to safeguard children, 2026 References to informing social workers for late collection of children on CIN and CP plans. Recording incidents on cpoms.
Next review October 2029	

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1. Introduction

The safety of all children is always our highest priority. Staff will be very aware of the potential for children to go missing and be aware of the procedures to follow. Every care is taken to ensure that all children are kept safe. Risk assessments are carried out to ensure that the school and setting is as safe as possible and children should never be allowed to leave the premises on their own, with the exception of at the end of the day for children in year 5 and 6 with parental permission.

It is possible, however, that despite all precautions a child cannot be accounted for and goes missing. This policy is designed to put in place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

This policy also contains procedures for staff to follow in the event that a child may be uncollected at the end of the school day.

This policy has reference to DfE guidance Keeping Children Safe in Education, 2026 and Working Together to Safeguard Children: A guide to interagency working to safeguard and promote the welfare of children, 2026. This policy is linked to our Safeguarding Children Policy.

2. Lost Children Preventative Procedures

2.1 In School

- All external gates are kept closed and locked during the day.
- Children are made aware of the boundaries of the school.
- Children are supervised at all times and there are sufficient staff available to ensure this happens.
- Formal registration takes place twice a day.

- Head counts take place regularly through the day and particularly when a class has been out of the classroom.
- Parents/carers sign their children in and out if they come to or leave school at times other than normal start and finish times.
- Children will not be allowed to leave the school with anyone other than the authorised persons unless the school has been informed otherwise and that alternative person is identified. The school will issue a password only to the parent of a child who would like their child to be picked up by another adult.
- Any visitors to school are signed in and out. They will be let into the school by a member of staff; also seen off the premises by a member of staff to ensure that no doors are left open and the safety of the children is maintained.
- A register is taken at all clubs.

2.2 On trips and visits

- School visit sites are visited in advance, where possible, and risks identified and checked by the EVC and SLT.
- A list of children will be carried by staff on the visit.
- Regular head counts will be undertaken by staff.
- Adult:pupil ratios will be increased for trips and visits.
- A school mobile phone will be taken on all visits.

3. Lost Child Reactive Procedures

3.1 On the school site

- If a child cannot be found by their teacher/LSA , the (Exec/Vice Exec) Principal or member of SLT must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt action will be taken by all.
- The remaining children will be left in the care of a suitable adult(s). All other staff will conduct a thorough search of the premises (child's classroom, storage areas, toilets, the school building) and the school grounds, with the staff team being careful not to create an atmosphere of panic.
- The (Exec/Vice Exec) Principal will nominate two staff to search the area in the immediate vicinity of the school. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school site.
- If after 5 minutes of thorough searching, the child is still missing, the police will be called by the (Exec/Vice Exec) Principal.
- If the child is not found in the school, the child's parents/carer will be contacted by the (Exec/Vice Exec) Principal and informed of the situation.
- The (Exec/Vice Exec) Principal will commence a time log record
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, the other members of staff will maintain as normal a routine as possible for the rest of the children in the school.
- The (Exec/Vice Exec) Principal will meet the police and the missing child's parent/carer.
- The (Exec/Vice Exec) Principal will be responsible for co-ordinating any actions instructed by the police and do all they can to comfort and reassure the parents/carers
- The LA will be notified by the (Exec/Vice Exec) Principal that a child is missing, so that additional support can be provided.
- The Chair of the Multi-Academy Trust will be informed by the (Exec/Vice Exec) Principal

- If a member of staff finds the child, the (Exec/Vice Exec) Principal must be told at once. Parents, police and other authorities will be notified.
- Once the situation has been resolved, a full written account of the incident will be recorded and held on file using CPOMS
- Further risk assessments will be carried out to ensure that the incident cannot happen again.

3.2 Out of school visits

If a child goes missing the designated lead member of staff for the trip /visit will:

- gather the other children together;
- assign a member of staff to look for the child;
- inform staff at the venue and request support in sealing exits, searching for the child, making announcements;
- call the police if, after 5 minutes of searching, the child cannot be found;
- inform the (Exec/Vice Exec) Principal who will contact the parents/carers of the child;
- keep a time log record and keep the (Exec/Vice Exec) Principal and police updated;
- assist the (Exec/Vice Exec) Principal with an investigation of the incident.

4. Uncollected Child Procedures

In the event that a child is not collected by an authorised adult at the end of a session/day we put into practice a set of procedures.

PROCEDURE FOR CHILDREN NOT COLLECTED AT THE END OF THE DAY

Child not collected at 3.30pm.

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Children remain with the class teacher/TA at the collection point until all other children have been collected. We will ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. We will ensure that the child receives a high standard of care in order to cause as little distress as possible.

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Still no collection,
Teacher/TA to escort child to the school office area and notify office staff. The child's file is also checked for any information about changes to the normal collection routines.
If no information is available, parents/carers are contacted at home or at work

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By 3:45pm

If this is unsuccessful, the adults who are authorised by the parents to collect their child from school, and whose telephone numbers are recorded, are contacted. All emergency contacts listed on Arbor to be called. In the meantime, child is placed in after school club if there is space. This will likely incur a fee. The child does not leave the premises with anyone other than those named on our contact form or in their file or social care. A house visit will be made by a member of staff to see if parent/carer is at home.

If after 1 hour, the child remains uncollected…

If the child remains uncollected after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children:

We contact our Multi Agency Safeguarding Hub. The number is 0845 050 7666. The child will stay at setting in the care of two members of staff until the child is safely collected either by the parents or by a member of the MASH team

Social care will aim to find the parent or relative if they are unable to do so, the child will become 'looked after' by the Local Authority. Under no circumstances will staff take a child home with them.

A DSL will make further contact the Social Care Duty Officer (MASH team) in order for them to make emergency arrangements for the child, arranging for a visit to be made to the child's house and make checks with the police

For uncollected LAC/CWCF the allocated social worker (or central social work team if unable to contact individual) will be contacted to attend school to collect the child

This should be resolved by 5pm.
In unresolved cases, police may be called to assist and attend site.

Parent/carers are requested to contact the school if they believe that they are going to be late. It is a parental responsibility to arrange for children to be collected and parent/carers will need to ensure that they have made adequate arrangements.

Where there may be court orders for contact in place, the DSL will may seek advice from children's social care if there is an allocated social worker. Where children are on a CIN or CP plan the social worker will also be informed.

5. Record keeping

All incidents involving a lost or uncollected child will have the following documents as a record:

- time/log sheet completed by lead member of staff or the (Exec/Vice Exec) Principal;
- full report of incident completed by the (Exec/Vice Exec) Principal;
- findings of the investigation this will be recorded on Cpoms.

These documents will be available to the parent/care involved in a lost or uncollected child situation, the LA social services, police and MAT members.

Monitoring and review

The effectiveness of this policy will be monitored through:

- SLT meetings;
- Staff meetings;

- Incident reviews