

HEMDEAN HOUSE SCHOOL



POLICY FOR LOST OR UNCOLLECTED CHILDREN

If a child is **uncollected** at the end of school or after school or holiday care:

- The member of staff in charge will try to contact the parent or carer using all of the possible contact numbers in turn.
- The member of staff will stay with the child until the parent carer arrives to collect them.
- If the member of staff is unable to work the longer hours required, he or she should contact the Head Teacher who will arrange for someone else on the staff to cover.

If a child is **lost** from school or after school or holiday care:

- One member of staff will immediately raise the alarm to all around them that a child is lost and enlist the help of everyone to look for them
- The other member of staff will ensure the security of the remaining group keeping them calm and reassuring them.
- If the child is not found immediately (within 5 minutes) the member of staff will inform the Head Teacher, who will contact the child's parents or carer and the police, if necessary.
- If it is a secure area such as a shopping centre, the member of staff will quickly alert the security staff so they can seal off exits and monitor the situation on any CCTV
- They will provide everyone involved in the search and the police with a detailed description of the child.
- The member of staff will record details of the time leading up to the loss of the child and how they were discovered, adding details of any action taken after the discovery of the lost child was made.