



Policy Area:	Lost/ Missing and Child Not Collected		
Date:	September 2016	Policy code:	L1
Lat reviewed:	January 2022	Reviewed by:	Esma Izzidien
Next review:	January 2023	<i>(For all review dates see end of document)</i>	

Statement

At Cardiff Montessori School every effort is made to ensure that children are safe and accounted for at all times.

Late and non-collection of child from school:

All parents agree to arrive punctually to collect their child from school and are informed of procedures to follow if they expect to be late. These include:

- Calling the school as soon as possible to advise of their situation
- Asking a designated person to collect their child wherever possible
- **If the designated person is not on the approved child collection for the student, the parent must provide a detailed description of this person, including their date of birth where known and a photograph where possible (send by email or picture message). This designated person must know the individual child’s safety password in order for CMS to release the child into their care. Where there is doubt the student will not be dismissed until clarification from the parent is received.**
- Late fees as per parent contracts are applicable in cases of late collection.

If a child has not been collected from the setting after a reasonable amount of time [20 mins] has been allowed for lateness, the following procedure will be initiated by staff:

- The lead teacher will be informed that a child has not been collected.
- The lead teacher will check for any information regarding changes to normal routines, parents’ work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child’s records
- The lead teacher and one other member of staff must stay behind with the child (if outside normal operating hours). During normal operating times, staff ratios must be met and planned for accordingly.
- If it has not been possible to contact the parent or emergency contacts, the headteacher / deputy head should be informed and the lead teacher or such person they delegate to will telephone all contact numbers available every 10 minutes until contact is made. **These calls need to be logged on a full incident record.**

- In the event of no contact being made **after one hour has lapsed**, the lead teacher will inform the safeguarding lead or head teacher or deputy head who will ring the Social Services Emergency Duty Team
- The two members of staff will remain in the building until suitable arrangements have been made for the collection of the child
- The child's welfare and needs will be met at all times and to minimise distress staff will distract, comfort and reassure the child during the process

Contact numbers:

Name	Contact No
Social Services Emergency Duty Team	02920 536400

Lost Child While in School

In the unlikely event of a child going missing within/from the school, the following procedure will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The person noticing the missing child will immediately inform the lead teacher of the class and the office / head of school.
- The **lead teacher will assume responsibility for the search** unless advised otherwise by the school head or deputy present.
- All staff present will be informed. Some staff will be deployed to start an immediate thorough search of the setting, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other children so they remain supervised, calm and supported throughout
- The headteacher or deputy or such person they delegate to will call the police as soon as they believe the child is missing and follow police guidance. The parents of the missing child will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the school
- The headteacher or deputy, or person they delegate to, will meet the police and parents
- The headteacher or deputy, or person they delegate to, will then await instructions from the police
- In the unlikely event that the child is not found CMS will follow the local authority and police procedure
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- Estyn must be contacted and informed of any incidents

- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced

Lost child while on a outing

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a recent photograph and a detailed description of clothing
- The person noticing the missing child will immediately inform the designated person in charge of the outing who will communicate back to the lead teacher of the class and the office / head of school as soon as they are safely able to do so (they may delegate this duty to another member of staff while they begin the search)
- The designated person in charge of the outing will assume responsibility for the search unless advised otherwise by the school head or deputy head
- The organiser will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised, calm and supported throughout
- If appropriate, on-site security will also be informed and a description given
- The designated person in charge will immediately inform the police
- The designated person in charge will then inform the headteacher. The headteacher, deputy, or person they delegate to, will contact the child's parents giving details of what has happened. All contact details will be taken on the trip by the person in charge
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety and welfare of the remaining children
- It will be the designated person in charge or the lead teacher's responsibility to ensure that there are adequate staff to care for the children and get them back safe, a member of staff to meet the police and someone to continue the search (this may mean contacting supply staff)
- Any incidents must be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- In the unlikely event that the child is not found the nursery will follow the local authority and police procedure
- Estyn must be contacted and informed of any incidents
- With incidents of this nature parents, carers, children and staff may require support and reassurance following the traumatic experience. Management will provide this or seek further support where necessary
- In any cases with media attention staff will not speak to any media representatives
- Post-incident risk assessments will be conducted following any incident of this nature to enable the chance of this reoccurring being reduced.

Review of policy dates:

Date of review	Reviewed by	Notes
08/2017	Esma Izzidien	
08/2018	Esma Izzidien	
01/2019	Esma Izzidien	
01/2020	Esma Izzidien	
01/2021	Esma Izzidien	No significant changes
01/2022	Esma Izzidien	