

Holy Trinity Primary School, A Church of England Academy

POLICY FOR LOST / UNCOLLECTED CHILDREN

Aim:

To ensure the safety of the children.

Implementation

Strategies to prevent a child becoming lost.

- All doors have magnetic locks.
- The gate is kept locked at all times.
- On arrival & departure a member of staff is on duty at the door.

Procedures if a child becomes lost

- Staff who identifies child is missing informs another member of staff who rings 201 and have 4 bells rung
- HT, DH, Site supervisor and First Aider attend location
- Office Staff use CCTV cameras to locate child
- 999 rung and police informed of the situation

Strategies for children who are collected

- Parents informed to contact school if they are going to be late
- Children who are uncollected are taken to the entrance hall and the office staff are informed. Nursery & Playgroup are supervised by Nursery staff. All other children are supervised by the office staff
- Parents contacted on all available numbers
- If a child is left for more than 30 minutes and no information has been received by office staff then Calderdale Care services are contacted. Emergency numbers are posted in the office.

Policy Written: July 2013

Policy Reviewed: July 2015

Policy Reviewed: July 2017

To be reviewed: July 2019

Policy agreed by Governors