

# AYSCOUGH FEE HALL SCHOOL



## MISSING OR UNCOLLECTED CHILD POLICY

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### **The School Day Ends at 3.20 p.m.**

Children are supervised by staff as they leave School until they are collected by their parent/carer. Pupils must go to Kids Club if uncollected after ten minutes and staff should ensure their safe delivery there. Pupils whose names have previously been noted on the white boards, which are situated in the Junior and Infant blocks, should go to Kids Club immediately at the end of the School day. Any names added to the white boards after 3.00 p.m. (when they are checked by Kids Club staff) should be transmitted directly to Class teachers, Kids Club staff or the pupils themselves.

It is the responsibility of Junior pupils and all staff to check the whiteboards at the end of the day.

It is the parents' responsibility to inform the class teacher or school office of any changes to the accepted procedure regarding the collection of their child/children at the end of the day. This situation to be further confirmed with parents should someone else arrive unannounced to pick up the child. Staff will only release children who are on the Parental Permission lists filled in at the start of the year or if the parent has spoken to a member of staff informing them of the identity of the new person picking their child up. Children leaving School during the day should do so only with a parent or designated person and sign the book by the front door.

### **After School Club**

Registers should be taken at the start of every After School Club. Staff/adults responsible for After School Clubs should supervise children at the gate for 10 minutes; this includes our out of School providers. Thereafter, children are to be put into Kids Club. Parents of children who are having individual music lessons should collect them from the music practice room at the end of their lesson.

### **Kids Club End at 6.00 p.m.**

In the case of emergency, parents should contact the School if they are going to be late. If they remain uncollected by 6.00 p.m. the parent should be informed from the nearest land line or mobile. Further contact numbers are available in the office. The School Office answer machine should be checked. If contact is not possible and if the Headteacher has left the premises the Deputy Head will be informed at home. He/she will then return and take over at 6 p.m. with the Supervisor. If contact is not possible, the Head should be informed.

If there is more than one instance per term of late collection, the School reserves the right to withdraw access to Kids Club.

### **Lost Children**

At the end of the School day or at the end of Kids Club, all pupils are supervised until collected by a person known to them and the School. At the first indication of a missing pupil, the Office and the Headteacher should be informed and immediate contact made with parent or other emergency contact if unavailable. (A full list of all emergency contacts can be found in the rolladex in the Office). Enquiries should be made of the relevant staff and the situation clarified. If unresolved, contact to be made with pupils/parents of others in class.

Parents should send a letter to be retained on School files if children are walking or cycling unaccompanied to and from School. Parents of children who have not arrived in School in the morning are telephoned by 10.00 a.m. if parents/carers have not already contacted the School.

If exhaustive enquiries have not resolved the matter, then the Police should be informed.

***Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS***

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