

SINCLAIR HOUSE SCHOOL

Safeguarding Children – Procedure for lost and uncollected children policy (within the building and outside areas)

This policy applies to the Early Years Foundation Stage (EYFS) is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the office.

Document Details

Information Sharing Category	Public Domain
Version	V2
Date Published	September 2020
Authorised by (if required)	Carlotta O'Sullivan
Review/Update Date	July (annually) - unless earlier review is required as per. DfE guidance update
Responsible Area	Safeguarding Team

Aim:

We have a duty under the Welfare Requirements to safeguard and promote children's welfare and we have processes in place to ensure the building and surrounding site is secure.

In the unlikely event of a child going missing from the grounds the following process will be followed:

Procedure for lost child at the Nursery:

- As soon as a child is thought to be missing, inform your work colleague(s) and alert the Principal.
- Gather remaining children with your colleague(s). Remain calm, do not alarm other children.
- Principal will search all areas of the building and grounds and, if necessary, send team members to search away from the building. Any team members searching away from the immediate building to be given a contact phone and to always remain in contact with the Principal.
- Once the child is found, the incident will be recorded accordingly on CPOMs, and parents informed by the manager.
- A risk assessment will be undertaken to analyse the situation and establish precautions to be put in place to ensure it does not happen again.
- **If the child is not found** on the premises, police will be called (999) and the parents will be immediately informed.
- Staff will continue to search until advised otherwise by the police.
- The Principal will inform Ofsted.
- Reports of the incident will be produced, signed, and dated by all those involved. All reports will be logged on MMC.

Procedure for uncollected children at the Nursery:

At Sinclair House Nursery we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to advise the Nursery Teachers via phone or email if they will be late to collect their child.

The Nursery day ends at 6.00pm. The children are always supervised by two or more Teachers until their parents arrive. If a child has not been collected the child will stay with the supervising Teachers while the Manager or Deputy Manager contacts their parent/carer to ascertain the situation. Supervising teachers will remain with the child until parent/carer arrives.

A child is never released to an unauthorised person, even if the collection is late, unless an authorised person contacts the school prior to the end of the day and gives authority for a third party to collect. The authorised

person should give the name and a physical description of the unauthorised person. A clear message will be communicated to all teachers for them to check the description and details before dismissing the child.

If someone other than the parent/carer will be collecting a child on a more permanent basis, we ask that the parent/carer introduce the third party to staff prior to the arrangement and their photograph and details will be placed in the 'nanny file' in each building.

If a child is uncollected at the end of the Nursery day and no contact can be made with any parents or carers by 6.00pm, police and social services will be contacted.

Signed:

Date: 31st July 2026

Mrs Carlotta T.M O'Sullivan (Principal)

Date of next review: August 2027

To be reviewed by no later than one year after the date shown above.