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LANCASTER INDEPENDENT SCHOOL
FOR ALTERNATIVE LEARNING

Uncollected or Missing Child Policy and Procedure

Version date: January 2024

Document review period: January – March 2026

Late Collection /Uncollected Child

At Lancaster Independent School for Alternative Learning and Appledore Montessori Ltd we expect all parents to agree an approximate time to collect their child from the centre. We give parents information about the procedures to follow if they expect to be late.

In the event that a child is not collected by an authorised adult at the end of a session/day the following procedure will be followed:

- Every reasonable attempt will be made to contact the parent/carer by phone, if there is no reply we will continue trying at regular intervals.
- Parents/carers will be contacted along with authorised/emergency contacts and if no contact can be made the staff will continue to do this at regular intervals. After 20 minutes we will ring the contact numbers who have been named as authorised to collect your child in your absence, only those named on the application form will be able to collect your child.
- If a parent is delayed, we will continue to wait for their arrival. We will ensure that two members of staff remain on the premises with your child.
- We cannot send a child home with anyone else if we do not have written permission to do so.
- We will continue to attempt to make contact with parents/carers and contact names by phone.
- In order to provide any additional care, a late collection charge will be made: *1st occasion £5.00 per child for every 15 minutes or part of that the parent is late/2nd and 3rd occasion in same term an additional charge of £10 will be added to charge as above.* Further action may be taken against persistent offenders.
- If we have been unsuccessful after an hour we will then contact Children's Social Care (Tel: 01524 66246).
- Allowances will be made for legitimate responses.
- The incident will be recorded.

- Ofsted may be informed.

Missing Child

Statement of Intent:

Lancaster Independent School for Alternative Learning and Appledore Montessori Ltd take the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave the setting unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is soon discovered. Staff will undertake periodic head counts using the key person system in addition to the registration procedure. Every attempt is made to ensure the security of the child is maintained at all times. All staff are made aware of the procedure and reminded of it throughout their employment.

If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

Procedure for a child going missing from the setting or leaving the building unaccompanied:

- As soon as it is noticed that a child is missing, the key person will alert the Manager who must establish who last saw the missing child, where and when.
- The remaining children will be gathered into one large group, with one/two adults, leaving the remaining adults to search the setting systematically.
- Ensure all adults are aware of the situation.
- A register will be taken to make sure that no other children have gone astray and the children will be asked if they have seen the child that is missing.
- The doors will be checked to see if there has been a breach of security whereby a child could wander out.
- Seek the cooperation of other users in the building.
- The manager will carry out an investigation into the incident.

If the child cannot be found, the manager will contact the child's parents:

- Call the child's parents to warn them that the child may be attempting to get home.
- If they are unavailable the setting will use the emergency contact number.
- Ensure that, if the child lives within walking distance of the setting, one adult will make the journey on foot in order to catch up with or intercept the child if possible.
- Remember that as soon as parents are informed, they will need advice and support.

Police

If the above steps do not locate the child, the police will be contacted to report the child missing. Police procedure will be followed.

The incident will be recorded and reported to Ofsted.

An investigation and post incident risk assessment will be conducted following an incident of this nature.

Procedure for a child going missing on an outing:

- As soon as it is noticed that a child is missing a staff member alerts a member of the management team via mobile phone.
- A member of the management team will immediately go to their location.
- Staff on the outing will undertake a headcount immediately to ensure no other children are missing.
- One staff member on the outing undertakes a search of the immediate area.
- Staff at the setting will contact the Police to report the child as missing.
- Staff at the setting contact the parent/carer.
- Leaving a member of staff at the site of the incident all children and staff return to the Centre.
- The incident will be recorded and reported to Ofsted.
- An investigation and post incident risk assessment will be conducted following an incident of this nature.

In any case where media attention is attracted staff will not speak to any media representatives.