

Newton Hall Infants' School



Lost and Uncollected Children Policy

Last reviewed on: November 2025

Next review due by: November 2026

This Lost and Uncollected Children Policy supports pupils in remaining safe.

At Newton Hall Infants' School we ensure that every child is offered a safe and caring environment.

Procedure for uncollected children

At the end of the day we ensure that all children are collected by a parents, carer or designated adult.

Children in Foundation Stage and KS1 are discharged by a teacher or teaching assistant and handed over individually into the care of the person collecting them.

If a child is not collected at the correct time the following action takes place:

- If the parent/carer/nominated person is late the teacher takes the child to the main entrance/office.*
- The HT/Teacher or Secretary tries to contact the parent/carer/named adult by telephone.*
- If unsuccessful further contacts on the child's contact list are called.*
- The child remains the responsibility of the school and is not taken from school by anyone who is not authorised to collect the child.*
- If, after using all contact numbers, and a reasonable length of time has passed to allow for delay (up to 6:00 pm), no suitable contact can be made for collection, the HT or Teacher will contact First Contact.*
- Two members of staff remain on the premises at all times, and under no circumstances is the child taken to the home of a member of staff or any unauthorised person.*

These procedures are also in place for collection from After School Clubs where the HT/DHT or Secretary ensures that children are collected individually from the main entrance or classroom door.

Lost Child Procedure

- If a child is missing (inside school, outside, or on a school visit) the teacher will initiate an immediate search of the premises/area by a member of staff without causing undue panic*
- If the child is not found, a member of staff/members of staff will be allocated to search a larger surrounding area, and the HT or DHT/ Lead Teacher are notified.*

- If the child is still not found after a reasonable search, the HT or DHT /Lead Teacher will contact the police giving a full description of the child and requesting an immediate and full search of the area.
- The parents/nominated carer will be contacted by the HT, DHT or Lead Teacher.
- At all times the safety and care of the remaining children remains paramount.
- After the incident a full written report will be recorded, and a full review of security procedures will be undertaken.