



Lost and Uncollected Children Policy

Shincliffe CE Primary School

Adopted: February 2026

Review: February 2029



SHINCLIFFE CHURCH OF ENGLAND PRIMARY SCHOOL

LOST AND UNCOLLECTED CHILDREN POLICY

We believe that every member of our school community should feel valued, respected and treated as an individual, in accordance with our School Ethos Statement which states:

“Every member of the school community is valued as a child of God, made in his image and likeness. All are welcome and are encouraged to use their gifts and talents to contribute to the happy and caring environment we strive to create.”

School Vision Statement

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

At Shincliffe CE Primary 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, or if in KS2 walk home with written permission from a parent.

Children in Foundation Stage and KS1 are taken out by class by a teacher and handed over individually into the care of the person collecting them.

Children in KS2 walk out of school to the meeting area to be collected. A teacher is on “Gate Duty” to oversee children in KS2 being collected.

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

- If the parent/carers/nominated person is late the teacher takes the child to the main entrance/office and the HT or Secretary is informed.
- The HT/Teacher or Secretary tries to contact the parent/carers/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.

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.