



St Nicolas CE Primary School

LOST CHILDREN & LATE COLLECTION POLICY

PROTOCOL FOR DEALING WITH CHILDREN NOT COLLECTED FROM SCHOOL AT THE END OF THE SCHOOL DAY OR MISSING FROM A DESIGNATED SCHOOL ACTIVITY

HEADTEACHER SIGNATURE:

A handwritten signature in black ink that reads "A. Spooner".

DATE ADOPTED:

December 2025

DATE FOR REVIEW:

December 2027

Additional notes:

Based on the OCC model procedure

Cross reference with the following policy/ies:

Safeguarding Policy

Educational Visits

<p style="text-align: center;">St Nicolas CE Primary School Lost Children & late Collection</p>

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THE END OF THE SCHOOL DAY OR MISSING FROM A DESIGNATED SCHOOL
ACTIVITY**

Introduction

St Nicolas C.E. Primary school recognises that it has a statutory duty to safeguard and promote the welfare of its pupils, and that this duty extends to having arrangements in place for dealing with children not collected from school at the end of the school day or school activity or who are deemed 'lost' during school hours. This protocol explains those arrangements, which have been agreed with the local authority education services, children and families assessment teams, police, and the Oxfordshire Safeguarding Children Board (OSCB).

This protocol will be brought to the attention of parents/carers, in writing, when their child first starts at the school. The protocol is also referred to in the school's child protection/safeguarding pupil's policy, of which staff and parents will also be made aware.

It is essential that parents / prime carers provide the school with a record of their contact details i.e. names(s), address(es), home, work and mobile telephone number(s). If possible, parents/ prime carers should also provide the school with the contact details of at least two other relatives/carers who can be called when the parent/prime carer cannot be contacted or in the event of an emergency. Parents can keep their details updated on Arbor parent app or ask the school office to update their record with any changes. The school agrees to care for a pupil who has not been collected until such time as he/she is collected by a parent/carers, or appropriate alternative arrangements are made with their local assessment team and/or police to ensure the child's safety.

The school's designated person for child protection will keep a record of incidents where parents do not collect a child from school, are late in doing so, (for no good reason) or where this is a repeat occurrence. Any child welfare concerns arising out of such an incident(s) will be dealt with in accordance with the school's child protection procedures.

In all cases, the Head teacher will discuss the incident with the parent(s)/prime carer(s) at the earliest opportunity in order to address any issues and prevent further incidents.

If there are three or more such episodes within a six-week period, staff will consider consultation with the local assessment team.

Procedure

Lost Child

The movement of children both within the school and on educational visits is part of our Health and Safety procedures and also risk assessed as part of our Educational Visits Policy.

The basis of our work is centred upon ensuring that there is always good supervision of pupils and clear communication with parents. However, in the event of a Lost Child the following procedure will be followed:

1. Identify who is missing and record in chronological order, the events leading up to the identification - including times and places.
2. Inform a senior member of staff and commence all necessary checks (ensuring all other pupils are adequately supervised).
3. Inform the Designated Lead who will then inform the parent(s)/prime carer(s).
4. Notify the police including details of the events leading to the child being lost, where child was last seen, child's name, age, address, gender, ethnicity, religion, language spoken, special dietary needs, SEN / behavioural difficulties, medical needs and any other relevant information requested by the police.
5. All staff involved will keep in regular contact with each other, and the parent / prime carer. All communication with the parent /prime carer should be channelled through one member of staff, usually the DSL. Any other persons aware of the issue should be asked to respect the confidentiality of the situation until advised otherwise and make no external communication.

Late Collection

Teaching staff are responsible for children until 10 minutes after the end of the school day or approved after school activity. It is anticipated that children in Reception and Key Stage 1 will be 'handed over' to a parent / prime carer on an individual basis. Children at Key Stage 2 are released onto the playground to be collected by a parent / prime carer. If a parent has not arrived by this point, the children are delivered to the school office where they will wait until a parent/carer can be contacted.

In the event that a child has still not been collected by a parent or carer, this will be brought to the attention of the Head teacher or person with designated responsibility for child protection who will then make every effort to contact the parent or prime carer or named alternative carer(s) as per the child's school records.

If the child has not been collected and no contact has been made with the child's parent(s) or carer(s) by 4.30pm, (or within 30 minutes of the end of an after school activity), the Head teacher or person with designated responsibility, should telephone the police.

The Head Teacher or person with designated responsibility for child protection, may in the first instance, ask that a child who is late being collected be accommodated in

the After School Club while efforts to contact an appropriate parent / prime carer are undertaken. However, should no suitable adult be found by the end of After School Club (normal finishing time of 6pm), the responsibility remains with the Head Teacher / DSL.

At any time two adults will remain with a child whose parents are late in collection.

If the child is known to the assessment team, contact should also be made with the child's allocated social worker or the emergency duty social worker if it is out of normal office hours. (See **Appendix A** for contact details)

When telephoning the Police/Assessment team, the following information should be provided:

1. Brief circumstances of incident
2. Child's details: Name(s), date of birth, address, gender, ethnicity, religion, language spoken, special dietary needs SEN/behavioural difficulties/medical needs
3. Parent/prime carer/alternative carer details, name(s), address(es), home/work/mobile telephone number(s)
4. Any current or previous child protection concerns
5. Any previous incidents of not being collected from school

The police/assessment team will give advice and may carry out appropriate checks and make further attempts to contact the parent(s)/prime carer(s). If the family is known to the assessment team and there are any concerns about the welfare of the parent/prime carer, the assessment team will ask the local police to visit the home address.

If an appropriate relative or carer is located, he/she will be asked to ensure that the child is collected from the school.

If at this stage, the police cannot locate an appropriate adult to come for the child or there is a genuine reason why the relative or carer is unable to do this, the police will notify the assessment team via the Emergency Duty Team (EDT) who will arrange for the child to be taken to a place of safety e.g. a temporary foster carer. The police may decide to take a Police Protection Order (PPO) as part of this process. They will notify the school of the child's placement and provide contact details as appropriate.

Child Transport

Plans for transporting a child off site will be dependent upon staff availability out of hours and will take into consideration, the need for adequate insurance cover, appropriate gender balance, and any information about special needs or behavioural difficulties etc provided by the school. Where possible, two adults should be present. If there is a shortage of staff a mini cab may be used with a suitable escort.

The assessment team for the school area will liaise directly with the assessment team for the area in which the child resides, if this is different.

Children Regularly Transported Home

Where regular arrangements are in place for a child to be escorted home from school and there is no response at the home address, the driver will immediately notify the school. The school will take note of the name of the child, time of call and advice provided to the driver. If other children have to be taken home, the child will remain in the vehicle whilst this is done. Unless directed otherwise, the driver will then return the child to the school. In the meantime, in the event that the parent or carer continues to be unobtainable the school will liaise with the police/assessment team for the area in which the child resides.

Major Incidents

If an incident occurs which results in a large number of children not being collected, it may be necessary to accommodate the children at a single location until appropriate carers are located. For this reason, the assessment team should be contacted at the earliest opportunity. If the nature of the incident is considered serious, the arrangements for collecting and caring for the children, including overnight placements, will form part of Oxfordshire County Council's emergency plan.

APPENDIX A

CONTACT TELEPHONE NUMBERS

School	Tel 01235 520456
Head teacher Mr A. Spooner	Tel 01235 520456
Designated person Mr A. Spooner	Tel 01235 520456
Children's Social Care - MASH	Tel 0345 050 7666
Out of Hours (emergency duty team)	Tel 0800 833 408
Local Community Support Service (LCSS)	Tel 0345 2412705
Police (Child Abuse Investigation Team)	Tel 101 – non emergency Tel 999 – emergency
Oxfordshire County Transport team	Tel: 01865 323500