

14b EYFS Missing Child Policy and arrangements when a child is not collected.

Last reviewed: September 2025

This policy and guidance should be read in conjunction with the Supervision of Children Policy and Procedures (whole school including EYFS). This policy sets out the management and requirements for the supervision of children at all times whilst on School property, including responsibilities and training. The School will undertake to ensure compliance with the relevant legislation with regard to the provision of supervision for all children.

At the Old Vicarage School every precaution is taken, through the use of risk assessments, thorough planning and supervision, to ensure that children are safe both at school and on outings. However, there are limited situations where a child could become lost.

Missing from the Classroom

In the unlikely event of a child being lost from the class the following procedure must be followed.

1. A member of staff noticing a child missing from the group should search all the areas used by that group since the child was last seen to eliminate misunderstanding.
2. Staff should inform the Head of Pre-Prep to organise a search of the rest of the building and the outside areas.
3. If the child is not found, the child's parents should be alerted along with the Head of School and Designated Safeguarding Lead, Mr Crook.
4. Information can be sought from other children in the group.
5. A member of staff may be detailed to search outside the building if there is any information to suggest the child's possible whereabouts.
6. Parents and senior staff will liaise regarding calling the Police.
7. If the child is not found after **15 minutes** the police will be called.

Should a child become lost the following action should be taken:

- Alert the member of staff in charge, who will make enquiries of relevant members of staff to ascertain when and where the child was last seen.
- Remember the safety of other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.
- If the child cannot be found, then the Police and parents must be informed.

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- Continue to search, opening up the area, and keeping in touch by mobile phone if available.

Procedure for uncollected children

At the Old Vicarage School, 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 Early Years Department if they will be late to collect their child.

EYFS

Our school day for EYFS ends at 3:15pm and children are supervised by Early Years staff at the point of collection until their parent arrives or until 3:30pm. EYFS Late room begins at 3.30p.m. and is held in the Nursery Classroom or outside weather permitting. Any child who has not been collected by 3.30p.m. automatically joins the EYFS Late Room unless they are attending extra-curricular activities. From 4.00p.m. children in our EYFS Department join KS1 for extended Late Room provision until 4.45p.m. Abbey Club is held in the main school building from 4.45 through to 6.00 p.m.

If a child arrives at Abbey Club and has not been booked in, then parents will be contacted by the School Office:

1. the parent/carer will be contacted using all available numbers on the contact form;
2. the emergency numbers will be contacted otherwise;

The child will remain supervised in Abbey Club until the parent/carer arrives.

Action to be taken if a child is not collected from school

In the event that a child is not collected by 6pm:

3. the mother, father or legal guardian will be contacted using all available numbers on the contact form;
4. the emergency number of a friend or neighbour will be contacted otherwise;
5. The police will be informed if the child is not collected by 6.30pm and we have been unable to contact either parents or emergency contacts
6. Social Services will be informed and will take the child into care.

Missing on an outing

The following procedure should be followed in the event that a child goes missing on an off-site visit:

1. The Group Leader would take control of the situation and each group would do an immediate roll call in order to ensure that all other children were present. Relevant children/friends of the missing child would be questioned.

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2. A member of staff would search the immediate vicinity.
3. The venue manager would be contacted and a search arranged.
4. The Head of School would be informed.
5. The remaining children would be taken back to school. The Head of School would ring the child's parents as soon as possible and explain what had happened and what steps had been set in motion. The parents would be invited to go to the venue or the school as quickly as possible.
6. The police would be contacted as soon as the parents had been informed or before if the parents could not be contacted.
7. The Designated Safeguarding Lead would inform the Social Care Team
8. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care. The insurers would be informed.
9. If a child is injured a report would be made under RIDDOR (reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 1995) to the Health and Safety Executive (HSE).

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

When the situation has been resolved members of staff should review the reasons for it happening and ensure that measures are taken to ensure that it does not happen again. Risk Assessments should be amended accordingly and reviews discussed with the Head of Pre-Prep and Head of School.

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