



**ST BERNARD'S
PREPARATORY SCHOOL**

**LOST AND UNCOLLECTED CHILDREN
POLICY**

ADVENT 2018

St Bernard's Preparatory School

LOST AND UNCOLLECTED CHILDREN POLICY

Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Procedure for uncollected children

At St. Bernard's Preparatory 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 school office if they will be late to collect their child.

Messages should be sent well before 3.00pm for Early Years (EY), 3.30pm for KS1 and 3.30pm for KS2.

EY children are supervised by Early Years staff at the point of collection then in their class base until their parent arrives or until 3:30pm when they will be taken by the member of staff to Lower School After-School Club where they will be supervised until their parent/carer arrives. The rest of the school is supervised by their own class teachers until 3.30pm. If they are uncollected by 3.30pm, the children will be supervised in the dining area until 3.45pm. They will join the After-School Club until 4.45pm. Prior arrangements should be made for this facility and prompt collection is required.

In the event that a child is not collected by the due time, an immediate telephone call will be made to parents to ascertain the situation. The child will remain supervised in After-School Club until the parent/carer arrives.

At St. Bernard's a child is never released to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting the child. The authorised person should give a password to the school and the unauthorised person will be required to identify themselves to staff using the password before permitting the child to leave.

If someone other than the parent/carer will be collecting a child we ask that the parent/carer introduce the third party to staff prior to the arrangement.

If a parent is unavoidably detained then a third party can collect the child if a password, agreed between the parent/carer and teacher, is used.

Procedure for lost children

At St. Bernard's every precaution is taken, through the use of risk assessments and thorough planning and supervision, to ensure that children are safe both at school and on outings.

Should a child lose contact with staff 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.

St. Bernard's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils fulfil their potential.

- Ensure 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 after a reasonable amount of time, the Police and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phone.

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.

Applies to

Whole School including Early Years Foundation Stage, out of school care, the breakfast club, the afterschool clubs, the holiday club and all other activities provided by the school, inclusive of those outside the normal school hours; All staff (teaching and support staff), students on placement, volunteers, the Trustees and Governors working in the school.

Related Documents

Safeguarding Policy Portfolio

Availability

This policy is made available to parents on our website www.stbernardsprep.org or a copy may be obtained from the school office on request.

Monitoring and Review:

This policy will be subject to continuous monitoring, refinement and audit by the Headmaster. The Trustees will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than ONE/TWO year(s) from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed by _____

Headmaster _____

Date _____

Chair of Governors _____

Date _____