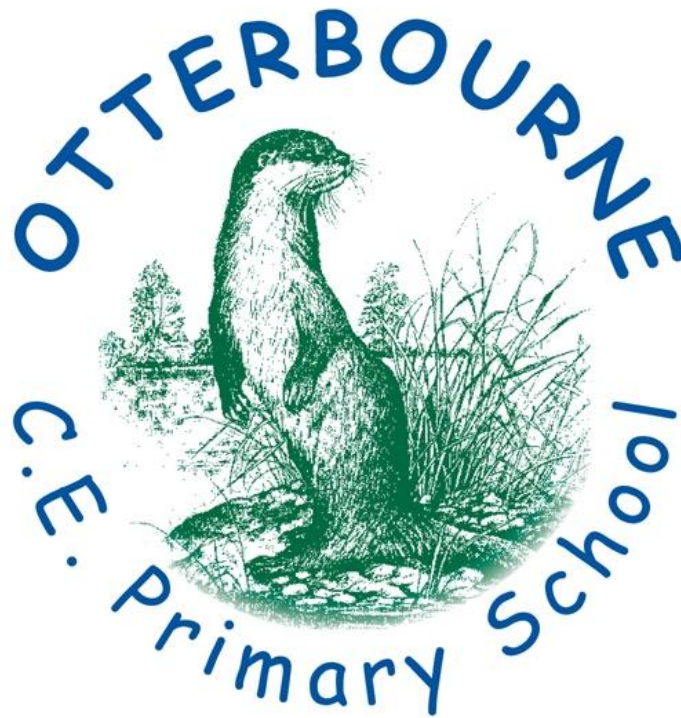


Otterbourne CE Primary School

The Holt



Missing/Uncollected Children Policy

Reviewed by staff: September 2026

Next review: September 2027

The Holt and Otterbourne Church of England Primary School have the highest regard for the safety of the children from the time they arrive until they are collected. Holt staff will always be alert to the potential for children to go missing during sessions and take necessary precautions to avoid any such occurrence. If for any reason a member of staff cannot account for the whereabouts of a child during a session at the Holt, the following procedures will be activated.

- The member of staff will inform the Holt manager (or designated manager) and a thorough search of the entire school building will be made. The Headteacher and any staff on site will be asked to assist in the search. The staff will ensure that all other children remain safe and are adequately supervised.
- If a child remains missing, the grounds of the school will also be searched along with the immediate area surrounding the school grounds. Simultaneously all contact numbers on the registration form will be called until contact is made. All staff will be especially vigilant to any suspicious behaviour of persons in and around the Holt and use established procedures to ensure that only authorised staff and parents/carers are able to enter the school grounds through the locked gate.
- If after 15 minutes of thorough searching the child remains missing, the police will be called. Searches will continue whilst waiting for the police to arrive.
- The Holt leader will follow all instructions from the police and do all that can be done to comfort and reassure the parents.
- Once the incident is resolved, the headteacher, manager and staff will review their security procedures and make any necessary changes.
- All such incidents will be recorded with HCC and where police have been called, Ofsted will be informed as soon as possible.

In the event of an expected Key Stage 2 child failing to attend the session at the end of the school day (3.30pm) a member of Holt staff will inform the Holt manager and/or admin staff. (Key Stage 1 children are collected directly from class or delivered by the class teacher.) Sports and Extra Curricular club registration information will be checked and all available staff will be informed that a search needs to be carried out. All recorded contact numbers will be called. If after another 5 minutes the child is not located and no explanation is given via phone the Headteacher will be informed and escalation procedures will begin – including calling the police.

Uncollected Child Procedure:

The headteacher/designated manager will assess all situations individually but should the child not be collected and no contact with parents/carers has been made after a reasonable period of time the Police and Children's Social Services will be called to report the child as abandoned.

Non-emergency Police – 101

Children's Services – 0300 555 1384

Out of Hours Children's Services – 0300 555 1373