STOCKPORT GRAMMAR JUNIOR SCHOOL

Lost or missing child procedures (including Early Years Foundation Stage)

Approved by Governors 13.10.2026

This policy applies to all pupils at Stockport Grammar Junior School including those in our EYFS settings.

Children should never be allowed to leave the premises during school time without the Head's permission. However, it is possible that a child may leave the premises without the knowledge or permission of the Head. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child.

In the event of a child becoming lost while in the care of SGJS, the School will put into practice the following procedures. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

Lost child on outings procedure

We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by a member of staff, parent or carer.

- Whenever practicable, children are required to wear School uniform on outings so that they are easily identifiable.
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack.
- If coach travel is part of the outing, a head count will take place and will be double-checked on the coach prior to leaving.
- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff will search the immediate vicinity. If necessary, the teachers will ask all adults and children to return to a meeting point, and will dispatch staff to search for adults and parents.
- Adults will be asked when they last saw the child and what clothes he/she was wearing. Adults may be asked to look for the child, with a member of staff remaining at the meeting point so that if the child is found, this can be reported to the party leader.
- In the event that a child cannot be located, the Head must be informed.
- In an indoor venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- If necessary, where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful, to bring the child back. If the parents are not on the outing, the school will telephone the parents and advise them of the situation.
- Police will be informed as appropriate.
- Staff will bring remaining children back to school.

The investigation

All staff running a trip are required to provide an evaluation following the trip. In the case of a missing child, the member of staff in charge will write an incident report to include:

- the date and time of the report;
- which staff/ children were in the group or outing;
- when the child was last seen in the group/ outing and the time it is estimated that the child went missing;
- what took place in the group/outing since that time.

Child missing or lost from School

- The member of staff will inform the school office and, where possible, EYFS and Infant staff will inform the Early Years or Y1/2 Phase Leader and Junior staff will inform the Deputy Head. The school office will ensure that a member of SMT has been alerted.
- The office will check the register to confirm the child came in to school, check with the Gatehouse for any record of the child leaving and check the CCTV images.
- A member of staff will make an initial search for the child. The search will start with the grounds around the school. This will be done as quickly as possible.
- While the initial search is made, the teacher will make enquiries of all adults and the child's friends at SGJS to establish the last sighting and time and the emotional state of the child (happy, upset etc.).
- If the child remains missing, a member of the Senior Management Team will then telephone the police and report the situation and follow their advice.
- A member of the Senior Management Team will also telephone the parent(s) or carer(s) and report the situation. They will ask a parent/carer to come to SGJS, by using the normal route that the child would take, by walking if appropriate.
- When the parent arrives at SGJS if the child is still lost, we will ask the parent to return home, if there is no-one at home, and wait, in case the child has managed to make their way home.
- Telephone lines should remain as free as possible.
- SGJS activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

In all cases, the Deputy Head will carry out a full investigation.

- After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.
- A full review of security procedures will be carried out, guidance and procedures will be developed and implemented as required.

In the event that a child goes missing from the EYFS setting:

- The person in charge will carry out a thorough search of the building and site.
- The office will check CCTV images, where relevant.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Nursery teacher/Reception teacher inform the Head.
- Head talks to staff and establishes what has happened.
- Critical Incident Policy and Procedures are followed.
- If child is not found, parents are informed and the missing child is reported to the police.

Authorised by **Chair of Governors**	
Date	13.10.2026
Circulation	Governors / teaching staff / all staff / parents / website
Status	Regulatory

APPENDIX

PROCEDURES FOR THE ARRIVAL AND COLLECTION OF CHILDREN (INCLUDING PROCEDURES FOR WHEN A CHILD IS NOT COLLECTED ON TIME)

This policy applies to all pupils at Stockport Grammar Junior School including those in our EYFS settings.

Our school has the highest regard for the safety of the children in our care – from the moment they are welcomed into school to the moment they depart at the end of the school day.

Nursery & Infant children

1. Under no circumstances are children allowed off the premises with anyone other than authorised collectors specified to the school.
2. Parents must name the authorised collectors of their child before the child starts school. Parents are also asked to supply a password. If there are any changes to these arrangements, parents need to inform the school immediately either by contacting the school office or writing to the class teacher. The school may ask for a photograph or introduction to the new "collector" to ensure they know by sight who is collecting each child. It is the parent's responsibility to ensure the school knows who will be picking up their child. If anyone other than the regular collector is collecting, the password will be required. Where a message has not been received in advance to authorise a parent to collect someone else's children, that parent will also need to know the child's password in order for them to be able to collect the child.
3. If there is a specific legal reason why a specified person should not be allowed to collect a child, written instructions must be provided to the school by the parents/carers or legal guardians so the school is fully informed. The school will request a photograph of this person.
4. If in an emergency a parent asks for an unauthorised collector to collect the child that day, the school will ask for the agreed password. If the collector is unknown to the school, the collector may be required to pick the child up from the school office.
5. It is the parent's responsibility to ensure the safe collection of their children at the end of the school day by providing the school with the correct and up to date information.

The School Day

A breakfast club is available from 7.30am each morning for Junior children. Children in Year 2 and below are able to attend a morning club in the same building from 7:45am. Children from the breakfast club and morning club are then escorted by staff to their classroom for 8.20am. Junior children may also be escorted over to school at the end of breakfast club.

The main gate is opened at 8.00am and the doors to Nursery are open at 7:45am, Infants at 8.20am and Juniors at 8.35am. The children need to be in class for registration by 8.40am. All teachers are in their area ready to receive children before the start of the school day.

The school day officially ends at 3.35pm. Junior teaching staff are on duty until 4.00pm and Infant staff until 3.45pm. To make it easier for parents to collect children from different sections of the school, there is a staggered system. At the end of the day, Nursery children are dismissed at 3:20 pm, Reception children are released at 3.25pm from a Reception classroom, Year 1 children are released at 3.30pm from a Year 1 classroom and Year 2 children are released from the Infant playground at 3.30pm.

After-school care operates until 6.00pm and all normal collection procedures apply.

Arrival/Collection Arrangements

Nursery

During the day the main gate is locked. For arrival, the main school gate and the classroom are opened at 8.00am. Parents and children are met and welcomed by a member of staff, who records their arrival

on school premises and registration is completed at 8.40am. The office is responsible for contacting parents regarding any absentees.

The main gate is closed at 9.00am.

At the end of the day, the gate is opened at 3.15pm. Parents enter school and collect their children from Nursery staff outside the classroom.

Infants
The Junior School is a secure area with the main gate kept locked during the day. For arrival, the main gate is opened at 8.00am and closed at 9.00am. There is no access to classrooms before 8.20am unless the weather makes it necessary to come inside, in which case children in Years 2-6 are supervised in their classrooms. The Infants go to their classes at 8.20am and the children are expected to be in class for registration by 8.40am. All teachers are in their area ready to receive children before the start of the school day.

The school day officially ends at 3.35pm. Reception and Year 1 staff release their children from their classrooms and Year 2 children are released from the Infant playground at 3.30pm. Children not collected by 3.45pm will be taken to After School Care.

After-school Club operates until 6.00pm and all normal collection procedures apply.

Years 3-6
The main gate is opened at 8.00am and children are supervised in the playground until the doors are open at 8.35am (unless wet, when children are supervised inside). The children are expected to be in class for registration at 8.40am.

Form teachers are on duty from 8.30am ready to receive children in their class areas at that time. The school day officially ends at 3.35pm. After school care operates until 6.00pm and all normal collection arrangements apply.

By the time the children move into Year 3, the school encourages the children to be independent in terms of their arrival and collection from school.

1. At the end of the school day (3.35pm). those children not attending clubs or involved in 'collection' or catching a bus are released via the doors at the front of the building (but not off the school site) with the knowledge that, if there is no known adult waiting to collect them, they are to return into school to the main school office, where there will be members of staff available to support them. At this point, the school will make every attempt to contact parents and the children will be under the supervision of school staff and therefore safe. There is a CCTV camera to provide a record of precisely who has left school.
2. If in an emergency, a parent phones and asks for an unauthorised collector to collect their child that day, the school will ask the parent the child's date of birth. In the case where the collector is unknown to the school, the school will ask that the child is picked up from the school office and the appropriate security question will be asked.
3. If there is a specific legal reason why a specified person should <u>not to be allowed</u> to collect a child, written instructions must be provided to the school by the parents/carers or legal guardians, so the school is fully informed. The school will request a photograph of this person.
4. In the case of school sporting events/visits etc. it is the parents' responsibility to inform the school who will be picking up their child if it is someone other than the authorised collector.
5. In some cases, parents have made the choice for their children to walk home by themselves at this stage in their school life.

At all times the responsibility remains with the parents to keep the school informed of any changes to arrival, collection or other procedures.

Other Arrangements:

Buses
Those children catching the school buses are supervised in school by members of staff and then escorted to the bus pick up area, where they are supervised until they are safely on buses.

Collection from front of school
Parents may request that their children are taken to the Junior School Hall for collection. Parents collect children from the doors in the Infant Playground. This service is available to all Junior children and all Infants with siblings in Year 3 or above.

Any children not collected or put on to the appropriate bus will be brought back to school, where normal procedures will apply.

Procedures for when a child is not collected on time
In the event that a child is not collected within the normal collection time, staff will apply the following procedures.

At all times, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. The child will be cared for by a member of staff known to the child and we undertake to look after the child safely throughout the time that he or she remains under our care. A member of SMT is on duty each day at the end of school and a member of staff from the school office also oversees arrangements.

Parents of children starting at the school are asked to provide specific information, including:

- Home address and telephone number
- Place of work, address and telephone number (if applicable)
- Mobile telephone number
- Names, addresses and telephone numbers of adults who are authorised by the parents to collect their child from the setting, e.g. childminder or grandparent.
- Information about any person who has parental responsibility for the child but who does not have legal access to the child.
- Parents are asked to inform the school on occasions they will not be at home or in their usual place of work.

If a child is not collected at the end of a session/day:

1. Staff will check with office staff to see if the parent has made contact with school and to check if any information has been received about any changes to the normal collection routines. Staff will also check the Reading Record /Communication book.
2. The child is taken to After School Care (for which a charge will be made – see published rates) and the information regarding collection is passed on to the school office and the school will attempt to contact parents.
3. The member of SMT on duty will be informed if staff are unable to contact parents. In the absence of any other option, in an emergency a member of staff may be required to supervise a child until parents are able to collect.

Infants (including EYFS)
Children who are not collected in the Infants remain in the classroom until 3.45pm. If no message has been received by the office they are taken by their teacher or teaching assistant to After School Care. The parents are directed to this facility when they arrive or are contacted if they have not arrived after

4pm. Nursery children remain in their classroom with staff until 3.45pm when they are taken to After School Care.

Juniors
At the end of the school day (3.35pm), children who are not collected in Juniors by 4.00pm are taken back into school and initially held in reception whilst enquiries are made. The school office will check to see if a message has been received from the child's parents. If no message has been received then staff will try to contact parents via the contact telephone numbers.
If the child is awaiting collection following an after-school club, staff will wait a maximum of 10 minutes before taking a child to After School Care.

NO RESPONSE FROM PARENTS

At 6.00pm, the After School Care manager hands over any children who remain uncollected to the member of staff on duty. If there is no response from the parents contact or emergency numbers within a 1 hour from the closure of After-school care (6.00pm), a member of the SMT will contact our local authority children's social services team and the school will act upon their instructions. In such cases, a full written report of the incident will be made and OFSTED may be informed.

The school will charge parents for additional hours worked by staff (see published rates).

Reviewed September 2026 MJC