



## Longwood School and Nursery

### **“Longwoodese – A Language We All Speak”**

#### Promoting

- Enthusiasm
- Experience
- Expertise
- Emotional Intelligence and Wellbeing
- Environment

### **Lost Child Policy**

Agreed: July 2017

Latest review: 06/21 by C May

Next review due: August 2023

## **LOST CHILD POLICY**

In the unlikely event of a child going missing, the Duty Manager or Head teacher will search the entire building and garden and then telephone the Police. The parent / guardian will be contacted to inform them of the situation.

At least three members of staff are to immediately leave Longwood and search the surrounding area in different directions.

The Deputy Manager or Head teacher will follow instructions given to them by the Police. The staff will continue to search and assist the Police until the child is found.

The Group Leader is the person in charge of an outing. In the unlikely event of a child getting lost on an outing, the Group Leader will count the number of children in the group. The owner or co-ordinator of the site being visited will be informed about the missing child.

A search of the site and surrounding area will be undertaken by the staff. If a child is still missing, then the Police and parent / guardian will be contacted. The Group Leader is to remain at the site until the child is found, whilst the remaining children and staff are to return to Longwood. The Group Leader will follow the instructions given by the Police and continue to search until the child is found.

## **UNCOLLECTED CHILDREN**

Parents who fail to collect their children on time or in other ways undermine the co-operative stability, philosophy and principles of Longwood will have their children excluded without notice. Longwood School and Nursery closes at 7pm. We need to know before 7pm if you are unable to collect your child by 7pm. In an emergency, a late fee of £30 every 15 minutes is charged when a child is collected after 7pm. At 7.30pm, we will have no option but to make contact with Social Services. No staff are employed at Longwood after 7pm. We are not registered to care for children after 7pm and are therefore not insured.

**LONGWOOD SCHOOL AND NURSERY WILL EXERCISE RESPONSIBILITY IN THE ABSENCE OF THE PARENT AND TAKE ACTION IN AN EMERGENCY TO PROTECT THE CHILD.**