



The
British School
of Monaco

POLICY SECTION: Section 6 – HEALTH AND SAFETY

POLICY NUMBER: 6.06

CHILDREN NOT COLLECTED, MISSING CHILDREN PROCEDURES

EFFECTIVE FROM: 29/VII/22

REVIEW DATE: Summer 2023

The British School of Monaco

Children Not Collected, Missing Children Procedures

The Mission of The British School of Monaco is to provide Monaco families with a British curriculum school that offers a nurturing community and an innovative learning environment, enabling students to evolve into their best authentic selves.

The Vision of The British School of Monaco is to create an exceptional educational environment in which students are nurtured to become authentic individuals, and reflective, resilient and adaptive learners. Our teachers are dedicated to the pursuit of excellence, innovative teaching, and helping students reach their full potential.

The school day ends for Key Stage 1 pm 4.10 pm and for Key Stage 2 at 4.25 pm. Most children are collected by parents or carers who are admitted into the building by the School Secretary or Administrative Assistant. Students will wait with the class teacher in the Library area until collected.

If parents are going to be late, they have been asked to contact the school office in advance.

Children not Collected.

Should a child not be collected at the end of the day as expected, the following steps should be followed:

- 1 Ensure the child is not upset.
- 2 Try to contact the parents to confirm the child's arrangements. A full list of contact numbers is kept in the School Office.
- 3 If parents cannot be contacted, take steps to reassure the child and bring them to the Principal's office. We will then try to contact parents from there. The child must, under no circumstances, be left alone.

Missing Children.

Should a child be missing at the end of the school day, the following steps should be followed:

- 1 Check the building thoroughly.
- 2 Ask if anyone else has seen them.
- 3 Check the extra-curricular activities that are taking place. Do not rely on a printed list: children sometimes join an activity after the list was printed, or even go along just for one session because a friend/sibling is there!
- 4 Check with whoever has come to collect them that no one else could have collected them instead. Make phone calls to confirm.

- 5 You may need another member of staff to reassure the very anxious parent, so that you can make the necessary calls. Keep upset adults away from other children. Serious phone calls should be made from an office.
- 6 Contact the Principal if he is not already aware of the problem.
- 7 Keep a written record of the incident and your actions. Include times and every relevant detail. Sign and date it. Always remember, **this is someone else's child – we do not wish them to be at risk.**

This procedure will be reviewed following any incident, and biennially.

Monitoring the Effectiveness of the Policy

This policy will be reviewed according to the school's policy review schedule or when the need arises by relevant staff, the Principal and the Governing Body, taking account of students' opinions and concerns, and parental views where appropriate.