



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/2022

**REVIEWED:** 4/VIII/2023

**NEXT REVIEW DATE:** Summer 2024

## The British School of Monaco

### Children Not Collected, Missing Children Procedures

The school day ends at 15.45 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 their class teachers 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 Reception.
- 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 if any 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.

### **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.

The British School of Monaco is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment.