



Europa School UK
Thame Lane
Culham, Abingdon
Oxfordshire
OX14 3DZ
Tel: +44 (0)1235 524060
E-mail: reception@europaschool.uk
Website: <https://europaschooluk.org>

Europa School UK - EYFS Collection of Children and Missing Child Policy

Version and Date		Action/Notes
V1		New version
V2	July 2025	Updated for new academic year
Review Date June 2026		

The safety of children in our care is of prime importance, we therefore within the EYFS have certain procedures in place for the collection of children at the end of a day or a session:

- When registering a child with the reception class we request names of those who have been given permission and will be picking the child up on a regular basis. These are listed in writing by the parent and recorded in the school data system.
- When someone other than one of the main named carers is collecting a child, we ask that we are informed on a daily basis when they bring the child to school – or by contacting the school's main reception during the day.
- We ask that the person collecting is a responsible adult (over 18) and is known to the child
- We require relevant identification, ideally, we would like to have met the person previously.
- If there is any cause for concern or clarification, the parent will be contacted before the child is released to anyone's care.
- If a parent has not informed us that someone else is collecting, we will not allow the child to leave without first checking with the parent.

Uncollected child procedure

This procedure applies to any child uncollected at the end of a school day or from after-school care. In the event of a child not being collected, the following steps should be taken:

1. If it is at the end of the school day, reassure the child and arrange for them to be placed in the after-school club. If this is not possible, then the class teacher or senior member of staff will supervise the child.

2. a) Check if a message has been received by the office.
 b) Ask the main reception to telephone the child's carers.
 c) Ask the main reception to contact the emergency contacts for the child
 d) If the main reception is closed, the staff member in charge should gain the child's contact details from the school database, including emergency contacts details. If no contact is made with the child's carers, Inform the member of the Senior Management Team on site, who will assume responsibility for the child if he/she has not been collected by the end of After School Care.
3. If necessary, arrange for the child to have supper.
4. If the child's carers have not been traced by supper time, a member of the senior leadership team should assume responsibility for the child and the Police informed.

EYFS Missing child procedure

The possibilities of losing a child whilst in our care are extremely slight. However, we do have to have procedures in place to follow should such an incident occur. If a child is lost whilst in our care we will follow these procedures:

- Once a child is confirmed as missing, the Senior member of staff in charge will be informed. This may be the Head of Primary or Deputy Head or the Principal.
- The Immediate area will be searched for the child by a senior member of staff, who will also inform the school's main reception to alert other staff around the school. Other staff involved in the search will be asked to inform the school's main reception immediately if they find the child.
- Other EYFS staff members are to stay with the remaining children to ensure their safety.
- After conducting an immediate search of the school and grounds, if the child has not been found- the school main reception will be asked to telephone the police. The senior member of staff in charge will then liaise with the police, providing all requested information.
- If on a trip outside school, the senior staff member present will telephone the school to inform them and all procedures to alert the police will be followed by the school. The senior member of staff in charge will then follow directions from the police.
- Parents concerned will be telephoned by the school's main reception
- Following the incident, a report will be written, and Risk Assessments reviewed by Senior staff.
- If deemed necessary Ofsted will be informed and provided with incident reports.

Intruder/ kidnap procedure for EYFS

Staff should always be wary of people they don't know/suspect. If a suspicious person is noticed within the school premises/grounds the following should be adhered to:

- In the event of having to approach the person, two staff members (ideally the senior management) should do this together and have a phone with them as a means of communication with the school. After ascertaining the reason for their presence, either:
- Help them with their inquiry or direct them to the school's main reception for assistance if appropriate. OR
- If they become offensive/aggressive remove yourself immediately to a place of safety within the buildings and raise the alarm with the school office. 999 should be called.

- If you are at all suspicious, follow the same action as above.
- The children should be kept securely in the school buildings.
- If the intruder is within the buildings, staff and children should remain in their rooms with doors closed, or if possible to do so safely, gather at the fire assembly point outside.
- 999 should be called immediately. Staff should make no further attempt to communicate with a potentially aggressive intruder.
- If the intruder makes their escape before the police arrive, details and a full description should be made in order to assist the police.

If a person attempts to convince staff that they are family/friends of any of the children – the collection procedure should be followed. No person should be allowed to take a child without the correct permission. If a child is ‘snatched’ from the school grounds – the police must be informed immediately, and staff made aware. The lost child procedure must then be followed without putting the remaining children at any further risk.

No attempt should be made by staff to restrain or go after the intruder.

Following any of the above, an incident report should be completed and submitted to relevant authorities as required