

Gateways School; Early Years' Foundation Stage Procedures if a child goes missing and in the event of a child not being collected at the appointed time

In the Early Years Foundation Stage at Gateways School children have rich and broad learning experiences. These often include using the wider school community or outings off the school premises. Careful measures are undertaken to ensure the safety of all children at all times.

The Procedure to be followed if a Child Goes Missing;

- All other children and staff will be accounted for.
- One member of staff will search the immediate environment.
- The Head of Pre-prep will be informed promptly who, in turn, will inform the Head of Prep.
- Details will be recorded of the child's name, a description of what they are wearing and the time and place of the incident.
- The Headmistress will be informed who will decide if the Police are to be contacted.
- Parents will be informed.

In addition to the school day Gateways School offers an extended day. This includes Early Birds (before school provision) and Sundowners (after school provision). All children can access this service.

The Procedure to be followed if a child is not collected at an appointed time;

- The child will be taken to Sundowners and settled with a practitioner known to them.
- The school office will be informed and parents will be contacted.
- If contact cannot be established the child will remain with a known practitioner until s/he can be collected.
- In the event of a child not being collected at the end of Sundowners two adults will remain with the child at all times.

Contact numbers for parents will be updated regularly.