



# SILVERHILL SCHOOL

## Missing and Uncollected Children

### Missing children

Registration of children is carried out by class teachers at the beginning of morning school and at the beginning of afternoon school.

Numbers are constantly checked by class teachers and subject teachers at other times during the day.

At the first sign of a child being unaccountably absent during the day the teacher concerned will first check with the office to find if there is a reason for the absence.

All other staff will be questioned, as well as the children in the same class. Buildings and grounds will be searched.

If there is no sign of the child or any information regarding the absence the child's parents or emergency carer will be contacted.

If there is still no information the police will be informed.

### Uncollected children

Children attending for a morning session only should be collected by 1 o'clock.

Should a child not be collected by 1.30 pm, the child's teacher will ask the office to make contact with a parent in order to make arrangements for the child to be picked up. Until such time as the child is collected he will be cared for in his class by the class teacher.

Children not collected at the end of school and at the end of clubs must go to the late room, where a register is kept by the teachers on duty. Parents are asked to sign the children out when they are collected.

All children should be collected by 6 o'clock when school closes.

If a child has not been collected by this time they will be asked who they think is collecting them on that day and a parent will be contacted to confirm this and to discover if there is a problem.

If a parent cannot be reached an emergency contact will be phoned.

If all lines of contact prove to be unproductive the Social Services will be informed.