



Apple Tree Farm Services CIC

Lost or Uncollected Child Policy

Every effort is made to ensure the safety of your child whilst they are in our care at the farm. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.



Responsibilities

- It is the farm manager responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is always the responsibility of all staff to read the policy and act according to its guidance.
- It is the responsibility of parents/guardians to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of the child at the beginning and end of sessions.

Whilst Apple Tree Farm maintains a safe environment for children and adults to visit, it remains the responsibility of the leading adults/guardians/parents within a group to maintain control and supervision of the children within their group

Uncollected Child

After 15 minutes of waiting, staff will attempt to contact parents using the telephone number provided. If they fail to gain a response, the Emergency Contact will be contacted.

Should the staff fail to contact a responsible adult, then after a period of 1 hour the farm manager will contact the local authority's [Social Care team](#) (MASH) or [Emergency Duty Team](#) for advice.

The above procedure will also apply in the event of a child having to return home earlier than expected during a session.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING DURING GROUP/SCHOOL VISITS

In the event of a member of staff fearing that a child has gone missing while at the farm:

- Member of staff who has noticed the missing child will calmly inform the nearest Senior School Staff member.
- Staff will promptly but calmly round up all pupils to a pre-arranged area (the yard) and a designated member of staff will keep the group engaged with activities
- Staff will count, and name check all the children present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the Senior School staff member if the child is found immediately.



- If the child has not been found by the time the register check is completed, the Senior School Staff member will decide on how to proceed.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to the police or other agencies.

PROCEDURES AIMED AT REDUCING RISK OF A MISSING CHILD DURING HOLIDAY CLUB SESSIONS

Start of the Day

- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- Clear procedures for welcoming children to the farm. Children are encouraged to tick against their names in a register.
- Main gate to be closed during sessions with 'Please Do Not Enter' sign to be hanging.

Outside Time/Lunch/Playtime

- When children are outside, they are protected by fencing and padlocked gates and are supervised by an adult.
- Children work round the farm in pairs and never in isolation. There is clear visibility of working groups all around the farm.
- Updated contact information for parents and carers is sought and maintained.

Home time

- Children are collected by the appropriate adult from the Yard Area. After 10 minutes pupils who are still waiting to go to the Barn Room to wait.
- Pupils have sight of parent before they leave.
- Parents to inform staff in the morning or through the office if their child is going home with someone different.

It is advised that adults within visiting school groups are aware of their Absconding/Missing Child Policy for it to be referred to, should a student go missing whilst at the farm.

This policy was last reviewed on: 26/02/2026

Signed:

Farm Manager