

# Procedure for uncollected or missing children

## German Saturday School Bristol



Deutsche  
Samstagsschule  
Bristol

All children attending DSS must be collected by a named adult or leave before or at 12 midday. If your child is allowed to leave the classroom on their own, you need to let us know through the registration and consent form or in writing. If your child is not collected by the agreed time or goes missing from DSS, the teacher will take the following action:

1. Try to contact the parent, guardian or carer of the child from information given on the registration and consent forms.
2. Try to get in touch with the second named emergency contact from the consent form.
3. Contact the police (teachers will make every effort to contact parents, guardians, or carers before taking this step). The police will then decide what action needs to be taken.
4. We will record the incident in writing.

If an emergency has arisen which means you cannot collect your child on time, you must let us know immediately and tell us what provision you have made for your child to be collected. If you want someone other than those named on your registration form to collect your child, you must inform the teacher.

We must emphasise that staff cannot take uncollected children home.

Reviewed in May 2024 by the Directors of *German Saturday School Bristol*  
Katharina Quadt, Roger Seal, Kai Graf von Pahlen, Astrid Bretterbauer

*Adapted from German Saturday School Bristol*