



## ***Policy and Procedure in the case of a Lost Child***

### ***Introduction***

#### ***Responsibilities***

*It is the Head teacher's 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 the responsibility of all staff to read the policy and act at all times according to its guidance.*

*It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions. It is the responsibility of governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.*

*School will educate children as to what to do if they arrive late to school and the main gates are locked so that they can't get into school via the school yard.*

*We take great care when looking after all the children in our care. However, if it ever happens that a child is lost whilst in the care of the school, the following would apply.*

### ***Procedures aimed at reducing risk of a missing pupil***

#### ***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 pupils into the school.*

*Staff meet pupils in the playground at 8.50 am.*

*Gates locked at 9.00 am.*

*Latecomers to use the front entrance.*

#### ***During lesson time***

*Staff mark electronic registers and laminate for absences promptly and accurately – mornings and afternoons.*

*Staff ensure clear sight of pupils at all times when they are working outside.*

*All staff must ensure that the external gates to any outside area are locked when pupils are playing outside.*

*If pupils leave the classroom security to work in other parts of the school, ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.*

*Updated contact information for parents and carers is sought and maintained.*

### ***Play time / Lunch time***

*Pupils escorted to the external doors by staff.*

*Staff in playground before pupils come into the playground.*

*External gates locked.*

*Staff patrol zoned areas in playground.*

*Doors are closed behind the last member of staff as they come in from the playground.*

### ***Home Time - see policy for collection and non-collection of pupils***

*Gates opened 10 minutes before home time to allow access for parents*

*Pupils leave by yard door or Nursery exit.*

*Pupils are either collected, or allowed to go home alone if permission given.*

*After 10 minutes pupils who are left go to school hall to wait with member of staff and parents are telephoned.*

*See policy for uncollected pupils.*

### ***Visits***

*Thorough risk assessments and adequate staff/pupil ratios.*

*Adequate communication contact and a list of pupils/groups to be taken on visits out of school.*

*Mobile phones taken on every visit and mobile contact numbers left at school (see policy).*

### ***After school clubs***

*Thorough risk assessment in place.*

*Register of pupils with contact numbers in school office.*

*Older children (and all to some extent) are regularly trained and made aware of their own responsibilities in ensuring their safety.*

*The main front doors are secure with fob access only so children cannot leave the school via any door that leads onto a main road.*

*If it becomes apparent through any of the above checks that a child is missing, then the following procedures are followed:*

- *The Headteacher is informed immediately.*
- *If the child is missing on an Educational Visit, then the Serious Occurrences procedures laid down for such an occasion will be followed (see policy).*
- *A thorough search of the premises will be made without causing undue panic amongst other children - using all available staff, without compromising the safety and security of the remaining children.*
- *The parents will be notified as soon as it is evident that the child is not on the premises; the child may have left the premises and gone home*
- *If the child is not on the premises a visual sweep will be made of the grounds.*
- *If the child is not located and is not at home, then the Police will be called and they will carry out a full search of the local area.*

- *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 police or other agencies.*
  
- *After the event the security procedures will be reviewed.*
- *All relevant parties of findings, implications, and outcomes of the review will be informed.*

*Signed: G Davison*

*Headteacher*

*Date: October 2017*

*Signed: C Linfoot*

*Chair of Community and SMSC Committee*

*Date: October 2017*

*Review: October 2020*