

LOST CHILD POLICY

| Reviewed by | Approved by | Date of Approval | Version Approved | Next Review Date |
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| FGB | FGB | December 2016 | I | |

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

RESPONSIBILITIES

- It is the Principal's responsibility to ensure that all staff are aware of this policy, are aware of their responsibilities, know 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 hand over of the 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.

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 them to staff and vice versa.
- Clear procedures for welcoming pupils into school. Staff meeting and greeting on the door. Exterior doors into school closed at 08.40 and internal security doors activated.
- Pupils use playground entrances to enter until 08.40. Support staff on corridors to ensure pupils arrive in class quickly and safely.
- Pupils who arrive late at school are signed in by the mentors at the hall door at the rear of the school.
- Main entrance to school building used between the hours of 09.00 and 15.15 whilst external doors locked and internal security system activated.
- Staff mark registers promptly and accurately – mornings and afternoons.

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and restricted access to the school grounds and are supervised by adults. Supervising adults should challenge any unauthorized or suspicious access to the school grounds.
- 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.
- External rear doors to the playground are secured before and after playtime and dinner time and must be kept closed. Staff have a shared responsibility to ensure this.

End of school day

- Staff take pupils to their designated handover point and ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left go to the mentors in the back of the hall to wait for their parents.
- Pupils have sight of their parent or designated adult before they leave their teacher.
- Older pupils may walk home on their own but only with parents' permission. Class teachers should review which pupils have permission on a regular basis. Changes may only be made on receipt of written notification from the parent/carer.

Visits

- Thorough risk assessments and adequate staff/pupil ratios (no less than one staff member to 10 KS2 pupils, 6 KSI/FS) are provided when pupils leave the school premises. Communication contact details, lists of all traveling, detailed itinerary and risk assessments are left with the school office on departure. Mobile phone contact is maintained with school whilst away and the office and/or Principal notified of any changes to itinerary or expected time of return.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

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

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT who will ensure that the Principal is notified.
- The relevant class teacher will check against register to ensure no other children are missing
- AT THE SAME TIME all available staff will conduct a thorough search of the premises and notify the SLT member in charge immediately the child is found.
- A thorough check will be made of all exits to make sure all doors are secured and there are no other ways a pupil could have left the school. If something is discovered this should be immediately drawn to the attention of the SLT member in charge.
- Simultaneously the Business Manager/Site Manager will check the CCTV for evidence of the child having left the building/school grounds and for any suspicious activity.
- If the child has not been found after 10 minutes from initially going missing parents will be notified. The Principal or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parent/carers please ask them to bring 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 police or other agencies.

In the event of a child going missing whilst off school premises:

- The visit leader must immediately ensure safety of remaining pupils.
- All available adults should begin a search for the child without delay. As appropriate on site authorities should also be notified and requested to help.
- If the child is not located within 5 minutes of initiating the search the visit leader should contact school to alert them.
- The visit Leader must then contact police by phoning 999.
- The visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which additional procedures as above should be followed.
- The visit leader must ensure the well being and safety of the whole school party throughout application of the procedure to find the lost child. At no point should the health and safety of any adult or child be put at risk whilst looking for the missing child.