



# Lost Child Policy

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**Author / Owner** R.Sharp  
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**Version 2**

## 1. Context

This policy has been produced in collaboration with the whole school. The Governing Body, Headteacher and the Leadership Team of the School place a high value on providing a safe environment for all. Recognising, reviewing and reacting to situations is essential in ensuring the safety of every child in our care. The school aims to continually re-assess its procedures to reduce the risk of a 'lost child' e.g the installation of ID cards, security fobs on all exit doors etc..

## 2. Policy Statement & Aims

Children's safety is maintained as the highest priority at all times. Every attempt is made through carrying out agreed collection procedures and exit/entrance procedures to ensure the security of children is maintained at all times. This policy sets out our procedures for dealing with the unlikely event of a child going missing. Our aim is to locate the missing child and return them safely to their parents as quickly and as soon as possible.

## 3. Equal Opportunities / Cultural Diversity

This policy is applied to all pupils whatever their background, any SEN issues they may have, their gender, race, religion and beliefs. Staff should all be aware that vulnerable, looked after and EAL pupils may be at greater risk than others. Staff need to get to know their children and family circumstances on an individual basis to ensure their safety, particularly when being collected.

## 4. School Governors, Leaders And Staff Responsibilities

- It is the Head teacher's responsibility to ensure that all relevant staff are aware of this policy, their responsibilities, what is expected and the procedures to follow.
- 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 yearly review of this policy.

## 5. Specific Procedures To Implement Policy Aims

### Start of the day

- Ensure parents are fully aware that when the bell or whistle is sounded at 8.50am pupils in Rec-Y6 should line up at their designated 'class coloured spot', with their teacher. This indicates when the responsibility for the care of their child passes from parent to staff. Nursery parents take pupils into the secure separate unit at 8.30am. On leaving the building the responsibility for the pupil's changes from parents to staff.
- Pupils use top side entrances, or classrooms (as appropriate) and are escorted by staff to their cloakrooms and classrooms.
- Gates are shut as clearly indicated on signage.
- Top corridor side exit/ entry doors are closed behind the last member of staff.

### During lesson time

- Teachers take registers promptly and accurately – mornings and afternoons.
- Teachers are aware of and monitor pupils leaving the classroom for intervention, music lessons etc...
- Staff must ensure that the use of blinds or displays, does not inhibit children being seen at all times.
- Fire exit doors are kept closed at all times (unless Nursery/Rec are opening them into the secure FKS outdoor areas).
- Staff to ensure external doors in the Hall, Dining room and at end of Music/Drama Rm and P.E changing rooms is closed during lessons or after the last pupil exists to P.E lessons. These doors must not be propped open.
- All staff must ensure that the external gates to any outside area are closed when pupils are playing outside.
- If pupils leave the classroom security to work in other parts of the school staff must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Pupils in FKS and KS1 move round the school in pairs and wherever possible not in isolation.
- Updated contact information for parents and carers is sought and maintained.
- External top side doors leading onto the playgrounds are secured shut.
- All parents/visitors must access school by the front main entrance at all times.

### Play time

1. Wherever possible or appropriate pupils are escorted to the external doors by staff.
2. 2 staff on each playground promptly at 10.50am.
3. Year 6 monitors to ensure exit doors are closed and to allow and monitor individual children in and out to the toilets, using security fob collected and returned to the school office.
4. Staff are responsible for ensuring their playground duty is covered if they are out on a course/visit etc...If this proves difficult R.Sharp should be notified. RS will then organize cover.
5. External gates are shut.
6. One member of the SLT present across all playgrounds daily.
7. Top corridor side exit/ entry doors are closed behind the last member of staff as they come off the playground.

### Dinner time

- Points 1,5,7 as above
- 2 x Y6 door monitors on each top corridor side door, during dinner playtimes, with school security fob.
- Dinner duty staff rota organised by the senior Lunchtime Supervisor.
- Business Manager is to be notified if any lunchtime supervisor is absent (either due to health or a school visit). Business Manager in consultation with Senior Lunchtime Supervisor will organise appropriate cover.
- SLT on call at dinner time.
- Pupils who have been taken out of school by parent/carer must not be returned to school during lunchtime (12 – 1.15pm).
- Pupils must not be taken out of school during lunchtimes.

### End of School

- EYS/KS1 and Y3&4 pupils are escorted to their exit doors by a member of staff.
- Y1 – 6 pupils leave by top corridor side exits or classrooms (as appropriate). Y2 and Y4 from Y/G zone side doors, Y5 & 6 from R/B zone side doors. Reception and Nursery Y1 and Y3 from their own doors.
- Members of staff will stand by the exit door or in the playground, close to the doors.
- Pupils in Reception and Nursery sit on the carpet and are requested by a member of staff to meet their parents/carers at the door one at a time. Pupils in Y1/2/3/4 to have sight of parent before they

leave the safety of their class teacher.

- Pupils inform staff that they can see parent so staff aware they are leaving.
- It is the parent/carers responsibility to inform the class teacher in writing and ensure their child is aware of any alterations to their usual/agreed collection. Up to date lists of information are maintained and kept centrally on SIMS and in the office.
- After 10 minutes pupils who have not been collected are to be escorted and report to the school office.
- All pupils know that if they are not met by their parent/carer or if in KS2 their parent/carer are not at the designated meeting place or at home they must return to the school office.

### Visits

- Thorough risk assessments (signed off by all members of the SLT) and adequate staff/pupil ratios (no less than one staff member to 10 pupils) are provided when pupils leave the school premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- School mobile phones taken on every visit and mobile contact numbers left at school.
- Continual vigilance and monitoring (headcounts) throughout the visit.
- Clearly stated arrangements given on letters home and on return slips re: the visit.

### After school clubs

- Thorough risk assessment in place either by school or outside provider.
- Register of pupils with contact numbers and details of how the pupils are to go home and who with, kept both by member of staff and in the school office.
- Pupils are NOT to be collected or walk home via the staff carpark.

### 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:

1. Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT and the school office.
2. Two staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.
3. Three staff will count and name check all the pupils present against the register while the group are assembled in one place.
4. AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.
5. A thorough check of all exits to be made to make sure all gates/doors were locked or shut and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately.
6. If the child has not been found by the time the register check is completed the SLT member will notify the Head teacher or next most senior member of staff.
7. Staff will begin a search of the area immediately.
8. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.
9. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted.
10. Recent photographs of children are kept in the school office (on the admin server) to aid the police.
11. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
12. 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 member of staff fearing that a child has gone missing while off school premises:

1. Visit leader must ensure safety of remaining pupils. At least 1 member of staff must stay with them.
2. One or more adults should immediately start searching for the child.
3. Visit leader should contact school to alert them.
4. If the child is not found within 10 minutes Visit Leader must contact police by phoning 999.
5. Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

In the event of a parent/carer fearing that a child has gone missing at the end of a school day:

1. Members of the school staff should carry out a thorough search of the school building, grounds and immediate main roads/routes away from school.
2. The office staff to check the after school club lists.
3. After the above (and whilst the thorough search by all available staff continues) if the child is still missing the Headteacher, office and parent/carer can, as appropriate:
  - Contact friends or other family members/carers.
  - Parent/carer to go home to see if child has made his/her own way – to inform the school office if child is found.
  - Contact the police on 999.

## **6. Dissemination of the Policy**

The Lost Child Policy will be made available for all staff through the school network, and a paper copy will be placed in the curriculum policy file kept in the school's reception area for Governors, Staff and Parents.

## **7. Monitoring, Evaluation and Review**

This policy will be reviewed every three years unless circumstances dictate otherwise. Monitoring and evaluation will take place as appropriate through LT meetings, staff and governors meetings.

## **8. Document History**

Policy written by R.Sharp

### ***Appendix***

To be seen in conjunction with:-  
Health and Safety Policy  
Child Protection Policy  
Equal Opportunities Policy