



Coxhoe Primary School Lost/Missing Child Policy



This policy clearly states the action staff members **MUST TAKE** if they believe a child to be missing or lost. Complacency is a hazard we must avoid at all costs and all staff members at Coxhoe Primary School are expected to be vigilant at all times and regularly count children when they are participating in activities beyond their classroom.

The welfare of the children in our care is paramount. All staff are to ensure they Risk Assess all activities as children may go missing. **EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.**

Systems in place to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site is secure.
- Parents/carers are required to supervise a child's entrance into school on a morning.
- If a child is late they will enter via the main Office door and report to office staff.
- Children leaving/returning during the school day will be recorded by office staff.
- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place after each playtime/outdoor activities. A formal register is taken for morning and afternoon sessions.
- Early Years staff will support new children and always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature. Individual pupil Risk Assessments are put in place for children with High Needs that may compromise their personal safety and wellbeing in our large school building and extensive school grounds.
- Parents/Carers are made aware of the need of supervision of children at all times especially of their responsibility to ensure that their child's arrival and departure is supervised.

- A member of staff will always be at the end of the line to ensure no children are left outside after playtimes or any other outdoor activities.
- Children are taught to take increasing responsibility for their own safety and the safety of other children, as they become older. This is an integral part of all aspects of our curriculum.
- See Educational Visits Guidance for information relating to supervision on all visits outside of the school grounds.

Every care is taken to ensure our children are accounted for at all times. **However, in the unlikely event that it is suspected that a child has gone missing the following procedure will be followed.**

- The most senior member of staff at the time will take an immediate register of all children within the class.
- If it is discovered that a child is unaccounted for then a full search of the school building and its immediate surroundings will take place.
- The Senior Management Team will be informed to assist with the search of the buildings and grounds.
- On no account will any other children be left unsupervised at any time during the search.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the parent / carer and the emergency services will be contacted.
- On the arrival of the emergency services and the child's parent / carer, the senior member of staff will be responsible for appraising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place by the Senior Management Team and the Chair of Governors to examine how it occurred and to take immediate measures to prevent a similar occurrence happening again.

This policy needs to be read alongside the Whole School Safeguarding Policy.

Reviewed: J Bartle (Head Teacher)
Approved: K Simpson (Chair of Governors)

November 2018

