



REDLANDS PRIMARY SCHOOL

LOST CHILD POLICY

Every effort is made to ensure the safety of children whilst they are in the care of the 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 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 Head Teacher's responsibility to ensure an investigation is carried out and report to relevant parties such as Chair of Governors, LA and LADO as appropriate.
- 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 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 staff to them and vice versa.
- Redland routines are in place to welcome children into the school using clear procedures. Please see Appendix 1. The children in Nursery, reception and year one are escorted into school with their parents. The children in Year 2-5 line up on the playground and are taken in by their Teachers. Children in Year six can enter Upper Redlands independently.
- The gate is open between the hours of 8:40-8:55 and 3:05-3.25pm and locked promptly at 8:55 and 3:25
- Staff mark registers promptly and accurately using SIMS, if SIMS is not working then Staff need to use a paper register which they need to collect in prior to the start of the lessons (mornings and afternoons.)

Outside Time/Lunch/Playtime

- When children are outside in the playground they are protected by fencing and locked gates and are supervised by an adult.
- Supervisors need to be mindful of gates to ensure they are shut and locked.
- The Admin Team need to ensure they watch that the people entering and leaving the school shut the gate behind them.
- Updated contact information for parents and carers is sought and maintained by the office. A data check sheet will be sent to families annually.

- If pupils leave the security of the classroom to work in other parts of the school, teachers should ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- If parents are to be on site, for example for a parent meeting in the hall or gates are opened early, all staff should be informed. Staff should inform the office, who will inform the site controllers and the Head Teacher who will put a notice in the bulletin (Parents on site must be recorded in the bulletin). Other changes daily, may be recorded on the whiteboard in the staff room and via email. Always check that all staff know.
- At the end of the day, staff in Nursery, Reception and Year one dismiss pupils from the classroom. The children in Year 2-5 are dismissed from the playground (see Appendix 2). The children in Year 6 who walk home will be dismissed with a card which they need to hand to the person on the gate. Children who walk home will need to have signed consent. Any changes to the children who walk home can only be authorised by the senior leadership team. After children who walk home alone have been dismissed the other Year 6 children are dismissed.
- Parents to inform class teacher/or office if their child is to be collected by another adult.
- Parents of children in EYFS will notify staff at home visits of key adults who will be collecting their child.
- Staff and Pupils must have sight of parent before the child leaves their teacher

Visits

- Thorough risk assessments will be undertaken and adequate staff/pupil ratios in place at all times. The school follow the Local Authority's guidance and ensure all visit which take place are adequately staffed.
- The Visit Leader must have parent contact details 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.
- A First Aider is always present.

Missing whilst off school premises on a visit

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

- Visit leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them immediately.
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the Police have been contacted and school will make arrangements to notify parents
- Following this all available adults should search for the child whilst on the phone to the school or the Police, until the Police arrive
- Only a member of the SLT must call parents unless no member of the SLT are present and are unreachable by telephone.

Missing from school site

In the event of a child going missing whilst on the school site the following procedure will take place:

Member of staff who has noticed the child is missing will calmly inform the nearest member of SLT



A register check will take place with all the children assembled together.



If the child has not been found by the time the register check has taken place, the Headteacher will be informed



All available staff will conduct a thorough search of the premises led by a SLT member and if the child is found a SLT member will be notified.



If the child is not found in 5 minutes, the parents and police will need to be informed.



If the child is found by a member of the public, a member of the SLT must collect the child and keep the member of public on the phone during this process



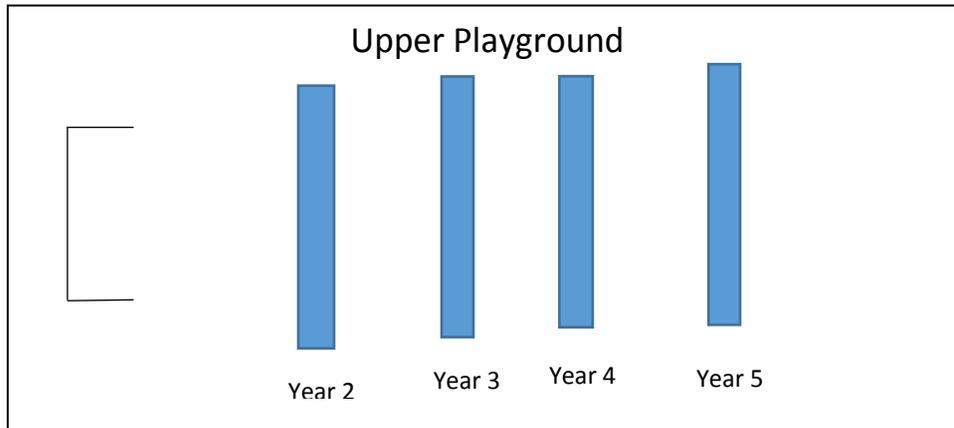
After the child is found, any members of staff involved will need to complete a report and pass it onto the Head. The Head will report it to the LADO, LA and chair of Governors and carry out an investigation with the focus of lessons which could be learnt.

Appendix 1

Script for Morning routine

8:48- In year 2- 5 The teachers stand on the playground in their designated spaces

Please see the diagram below to guide where the children are lining up:



8:50-

When the bell is rang this is a signal for the children in year 2-5 to line up.

8:51- The bell is rang in short succession twice to signal for year 2

1. Signal hand sign by holding hand up to signal quiet- everyone is expected to hold their hand up- Do not move until everyone shows you their hand signal
 2. When everyone shows you the hand signal and is quiet- walk toward the fire exit door from which you will enter
 3. Lead up the stairs- no talking and hand on rails- No children or adults are allowed to talk when the hand signal is shown- model high expectations
 4. At the top of the stairs explain- Belongings such as bags and coats need to be hung up on the hooks in their designated cloakroom benches
 5. The Teachers stand at the door (which the children enter through) as the children enter children to a personalised greeting enter and with each child as they enter saying good morning
 6. All FS2/ YR1 children go to the mat for group 'hello'
 7. In yrs 2 – 5 chn go to tables for a good morning task- MIB or handwriting
- Yr 3 will move as soon as yr 2 have entered
 - yr 4 will enter the school through the fire exit
 - yr 5 will enter the school using the fire exit

Morning routine for Year 6-

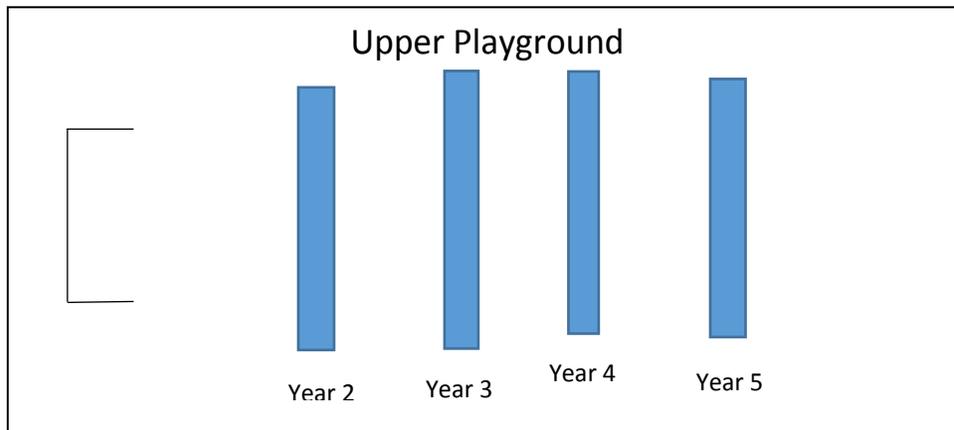
- When the bell goes, Y6 come to the lower playground and enter Upper Redlands
- A teacher or TA holds open the door that locks and greets children with good morning – gives reminders as necessary to children
- Children remove coats and bags before entering the cloakroom
- Children hang up their bag on lower part of peg and hang their coat on the top part of the peg
- Children move into classrooms, self-register and then complete morning activity in class

Appendix 2

End of day Redlands routines

Home times are extremely important, not just to wrap up the day positively, but also as this is the time of day where things can get confused / go wrong, so the routine must be followed every day. We would like our children to feel positive at this point so a calm ending will signal this. EYFS and year one collected from the classroom and Year 6 dismissed from the classroom.

See diagram below to guide where the children are lining up



Year 2 routines:

In sufficient time for the end of school (2.50ish)

8. Send children to collect bags and be ready on the table
9. End of day is celebrated i.e. star of the day etc
10. Good bye is said
11. Everyone is signalled to line up quietly eg; line up order, table places, clothing items
12. Walk down the stairs quietly
13. Stop midway down and at the bottom of the stairs to ensure all children are quiet and present
14. Yr 2 leave through fire exit door
15. As you enter the playground- line up in your designated space. All children go to wait with teacher until signalled to go home.
16. Pupils stand in line behind teacher. The TA follows at the back. Teacher looks for their parent/carer. If parent/carer is present, teacher makes eye contact with parent/carer before dismissing child. Aim to give positive news / comments to parents at least once a week. Say goodbye to child. Any children that are not collected and taken to the office at 3.10pm.
17. 3.10- Any children who have not been collected return to the reception with a staff member to supervise them until parent/carer arrives. Please make the office aware so they can call home if needed.

3:13- Year 3, 3:15- Yr 4 and 5.

1. Send children to collect bags and be ready on the table

2. End of day is celebrated i.e. star of the day etc
3. Good bye is said
4. Signal hand sign by holding hand up to signal quiet- everyone is expected to hold their hand up- Do not move until everyone shows you their hand signal
5. Everyone is signalled to line up in line order
6. Walk down the stairs signalling quiet
7. When everyone shows you the hand signal and is quiet- walk towards the fire exit door from which you will enter the playground
8. As you enter the playground- line up next to the upper Redlands building. All children go to wait with teacher until signalled to go home. Line up in the same places as in the morning
9. Pupils stand in line behind teacher. Teacher looks for their parent/carer. If parent/carer is present, teacher makes eye contact with parent/carer before dismissing child. Say goodbye to child. Aim to give positive news / comments to parents at least once a week. Any children that are not collected and are taken to the office at 3.10pm.
10. 3.25pm Any children who have not been collected return to the reception / library area with a staff member to supervise them until parent/carer arrives. Please make the office aware so they can call home if need.

N.B. If there is a cover Teacher in place of the regular Teacher (due to sickness or a course) then the TA must stay with the Replacement Teacher on the playground to enable them to recognise the parents

Yr 6 Dismissal routine.

Pupils may **only** be dismissed to walk home independently if:

- The school has written permission from an adult with parental responsibility for the child.

Sometimes, parents/carers may call to give verbal permission for pupils to walk home. This may only be done where there is no other choice e.g. in an emergency. Verbal permission may **only be authorised by a Senior Leader**. If the Senior Leader does authorise the change, they will ask the parents to come in when convenient to the them

Changes to the end of day arrangements:

- Parents / carers should phone before 2.30pm to request a change to their child's usual end of day arrangements - if they call after this time we will try our best to accommodate their arrangements
- Where parents request adults who are not included on the 'Permission to walk home' form to collect their child, this **must be authorised by a senior leader**. If the senior leader does authorise the change, they will ask that the parents send an email to the school office on that occasion, but that they complete the correct paperwork in future.

End of Day Procedure

- End of day is celebrated i.e. star of the day etc
- Goodbye is said
- Signal hand sign by holding hand up to signal quiet- everyone is expected to hold their hand up- Do not move until everyone shows you their hand signal
- Send walking children to collect coats / bags and walking home card
- TA at the door to let walking home children leave, say goodbye / have a lovely evening
- Class teachers send any club children next to get coats and bags and they go to the hall / outdoor classroom
- All children being collected by adults are then sent to get their coats and bags and a teacher accompanies them out onto the lower playground.
- Parents collect child from the Year 6 teacher.

- 3.25- Any children who have not been collected return to the reception with a staff member to supervise them until parent/carer arrives. Please make the office aware so they can call home if need.
- **If a child is missing, this must be reported to a Senior Leader immediately and follow the missing child procedures**