



MICKLEOVER PRIMARY SCHOOL

Name of Policy: Lost Child Policy

Date of Policy: April 2017

Member of Staff responsible: L Gerver

Review date: April 2019

Signature: _____ **Chair of Governors**

Date Approved: _____

At Mickleover Primary School

We are:

Motivated to learn

Proud of our achievements

Successful and skilled for life



Lost Child Policy

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

RESPONSIBILITIES

It is the Headteacher'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 have approved 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.
- Clear procedures for welcoming pupils into school. The gates open at 8.45am and pupils go straight into their classroom upon arrival. Gate closed at 8.55am. Pupils use main entrance, after that;
- Gates are locked at 8.55am with the exception of the visitors' entrance.

During lesson time

- Staff mark registers promptly and accurately – mornings and afternoons.
- 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 closed 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

- Staff on playground before pupils come onto the playground.
- External gates closed.
- Staff patrol areas in playground.

Dinner time

- As above
- Member of SLT available at dinner time.



Hometime

- Gates opened 5 minutes before home time to allow access for parents
- Pupils in Foundation Stage are collected by their parent from the Reception class door. Children brought out by teachers.
- Pupils in KS1 meet parents on infant playground. Parents inform teachers if they want their child to walk round to meet them at the front of school.
- Staff aware how the pupils are to go home/go to after school club and with whom. Reviewed regularly and maintained with up to date contacts when parents make any changes.
- After 10 minutes pupils not collected are taken to main entrance and wait with office staff.

Visits

- Thorough risk assessments and adequate staff/pupil ratios (1:6 in Foundation Stage, 1:8 in KS1 & Y3, 1:10 in KS2) 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.
- Mobile phones taken on every visit and mobile contact numbers left at school.

After school clubs

- Risk assessment in place.
- Register of pupils
- Pupils escorted by the member of staff to the front door and handed over to parent

PROCEDURE 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 in the unit:

- Member of staff who has noticed the missing child will calmly inform the nearest member of SLT.
- Staff will promptly but calmly round up all pupils to a pre-arranged and a designated member of staff will read the group a story.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- 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.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted 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.
- If the child has not been found by the time the register check is completed the SLT member will notify the Headteacher or next most senior member of staff.
- Staff will begin a search of the area immediately.
- 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.
- Parents will be notified as soon as is reasonably possible. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child.



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- 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 the police or other agencies.
- Police should be informed.

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. At least 2 staff must stay with them.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.
- 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, after which procedures above to be followed.

THIS POLICY IS LINKED TO THE FOLLOWING POLICIES:

Child Protection and Safeguarding Policy
Health and Safety Policy