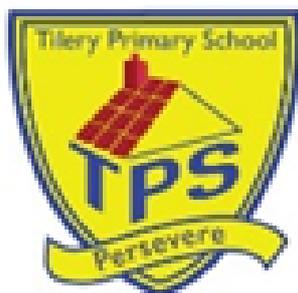


TILERY PRIMARY SCHOOL



Together Promoting Success

Lost Child Policy



Ratified by

Safeguarding Committee Date: 11.10.2018

Signed by Chair of Governors

L Miller Date: 13.12.2018

Signed by Headteacher

J P Repton Date: 11.10.2018

Shared with staff Date: 5.12.18

To be reviewed: September 2019

Rationale

Every effort must be made to ensure the safety of pupils whilst in the care of the school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Procedures aimed at reducing risk of a missing pupil:

- all staff *must* ensure that the appropriate gates or doors to any outside area are closed/locked when children are in the classroom or playing outside;
- staff mark registers promptly and accurately – mornings and afternoons;
- updated contact information for parents and carers is sought and maintained;
- staff have clear and safe procedures for welcoming and dismissing children into and out of school;
- if children leave the classroom to work in other parts of the school staff must ensure that adequate supervision is maintained at all times and all children are accounted for on return to the classroom;
- thorough risk assessments and adequate staff/pupil ratios are adhered to when children leave the school premises (1:5 in EYFS, 1:6 in Y1 – 3, 1:10 pupils Y4 – 6 *DfE Guidance*);
- adequate means of communication and list of pupils must be taken on visits out of school.

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 in the classroom:

- the member of staff who has noticed the missing child will calmly inform the class teacher;
- staff will promptly but calmly round up all children and a member of staff, not the teacher, will read the group a story;
- the teacher will count and name check all the children 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 class teacher 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 classroom or premises. If something is discovered this needs to be drawn to the attention of the class teacher immediately;
- if the child has not been found by the time the register check is completed the class teacher will notify the Head Teacher or next most senior member of staff;
- staff will begin a search of the area immediately outside the buildings;
- the safety and care of other pupils is paramount so the security of the building and the number of staff remaining to supervise the other children must be adequately maintained while the search continues;
- 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. When contacting parents or carers please ask them to bring with them 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 member of staff fearing that a child has gone missing while off school premises:

- visit leader must ensure safety of remaining children, 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 10 minutes visit Leader must contact police;
- 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.

Roles and Responsibilities

It is the *Head Teacher's* responsibility to ensure that all relevant parties are aware of this policy, to ensure staff are aware of their responsibilities and to ensure that the policy is reviewed on a regular basis.

It is the responsibility of *all staff and responsible adults* working with pupils 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 regular basis and know the procedures for handover of their child at the end of sessions.

It is the responsibility of *Governors* to ensure they are aware of the school's procedures and to support the school in its review of this policy.