



## MICKLEOVER PRIMARY SCHOOL

**Name of Policy:** Lost Child Policy

**Date of Policy:** April 2022

**Member of Staff responsible:** L Gerver

**Review date:** April 2025

**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.
- Children who attend Before School Club; KS1 pupils are escorted to their classrooms; KS2 pupils walk to their classroom at 8.45am
- 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.

#### During lesson time

- Staff mark electronic 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.



### Home time

- Infant children who attend the After School Club are collected from their classroom by club staff
- KS2 children who attend the After School Club go directly to the club room.
- All children brought round to the front of school by their class teacher. The children wait with their teacher until their parent arrives.
- 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. Office staff then make contact with parents as per 'Child not collected from School Policy'

### Visits

- Thorough risk assessments/Evolve completed 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 exit 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:

- 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 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.



- 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:**

uChild Protection and Safeguarding Policy  
Health and Safety Policy