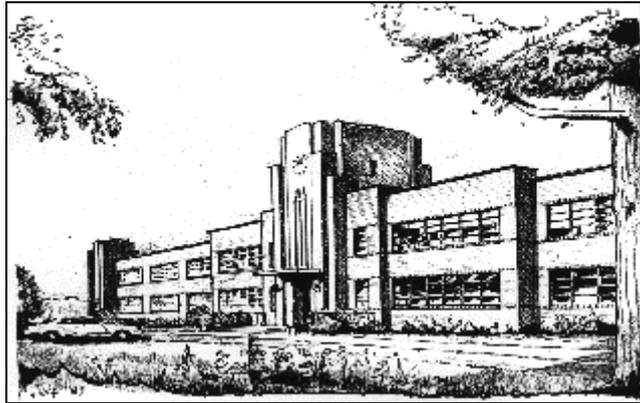


William Torbitt Primary School



Lost Child Policy

September 2016

Review September 2017

Every effort is made to ensure the safety of your child whilst they are in our care at 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 Headteacher's responsibility to ensure that at 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 hand over 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.
- Clear procedures for welcoming pupils into school. Staff meeting and greeting in the playground. (at the door for the nursery) Doors closed promptly.
- Pupils use playground entrances and all pupils are escorted to their classroom.
- Adult on late gate from 3:30 – 4:00pm.
- Main entrance to be used by parents with children after the hours of 9:00am or before 3:20pm. Staff mark registers promptly and accurately – mornings and afternoons.

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult.
- If pupils leave the security of the classroom 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.
- Pupils move around the school in pairs and never in isolation.
- Updated contact information for parents and carers is sought and maintained.
- External class doors (with the exception of the library, which is supervised) leading onto the playground are kept closed.

Hometime

- Staff take pupils to the playground and ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left go to late collection point to wait with a member of staff.
- Pupils have sight of a known adult before they leave their teacher. Teacher has sight of a known adult before child is allowed to leave class group.
- Up to date lists on SIMs detailing how the pupils are to go home and with whom. Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.

Visits

- Through risk assessments and adequate adult/pupil ratios, no less than one adult member to 8 pupils are provided when pupils leave the school premises. All adults are briefed on the risk assessment arrangements for the trip.
- Adequate communication contact and a list of pupil/groups to be taken on visits out of school. Mobile phones taken on every visit and mobile contact numbers left at school. High visibility jackets worn by pupils.

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:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story/continue with activity.
- 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. Staff will begin a search of the area immediately.
- If the child has not been found after 15 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- 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.

If 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, whilst an adult contacts the security of the venue/establishment.
- If the child is not found within 10 minutes Visit Leader must contact police by phoning 999, and then alert school that the police have been contacted and Headteacher will make arrangements to notify parents, after which procedures above to be followed.

To be reviewed September 2017, and then annually or before if necessary.