



## 1. Introduction

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 dealing with the unlikely event of a child going missing.

## 2. Responsibilities

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, their responsibilities and the procedures to follow. The Headteacher will 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 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.

## 3. Procedures aimed at reducing risk of a missing child

### a. Start of the Day

- We 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.
- There are clear procedures for welcoming pupils into school. Staff meet and greet children and parents at the gates and at specific doors around the school.
- The main entrance is used between the hours of 9.00am and 3.00pm. The gates are all locked to ensure the site is secure.
- Staff mark registers promptly and accurately in the morning and afternoon.
- We call any parents, of absent children, who have not informed the school. This is carried out as soon as possible after registers are closed.

### b. Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and secure gates and are supervised by adults.
- If pupils leave the classroom to work in other parts of the school staff ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- External class doors leading onto the field are closed/locked before and after playtime and dinner time.

### c. Home Time

- Staff take pupils to specific doors including some classroom doors and ensure that pupils are collected by the appropriate adult.
- Pupils and parents have sight of each other and staff have sight of the parent before the child leaves the member of staff.
- After 10 minutes pupils who are left are taken to main entrance to wait.
- Some older children walk home alone – formal consent is required.
- Parents are expected to inform the school if there are any changes to the person who is collecting a child. If the person is not known to the staff a password will be agreed.

### d. Visits

- Risk Assessments are completed for all visits.
- Adequate staff/pupil ratios are maintained (see Educational visits policy).
- When necessary e.g. outside school hours, contact information is taken.
- Mobile phones taken on every visit and mobile contact numbers left at school.

## 4. Procedures in the event of a child going missing

### a. In the event of a member of staff fearing that a child has gone missing while at school:

- The member of staff who has noticed the potentially missing child will calmly inform the nearest member

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of the Senior Leadership Team (SLT).

- Staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will stay with them.
- Staff will count and name check all the pupils present against the register while the groups 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 immediately if the child is found.
- A thorough check of all exits will 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 Head teacher.
- Parents will be informed by the Headteacher or other member of SLT as soon as it is reasonable to do so.
- The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- If the Police have been contacted, when contacting parents or carers please ask them to bring with them a recent photograph of their child.
- 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. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

### b. 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.
- 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.

### c. In the event that staff witness/or know a child has left the premises:

- Parents will be informed by the Headteacher or other member of SLT as soon as it is reasonable to do so.
- The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- If the child is out of sight a minimum of two staff may conduct a search.
- If/when the child is in sight a minimum of two staff can follow at a safe distance with the aim of ensuring the child returns to school or home safely.
- Staff must ensure that they do not chase the child or increase the risk of harm. Staff will maintain contact with the school.

## 5. Monitoring and Review

This policy will be reviewed every two years. In the event a child is lost at any point during this time, the effectiveness of this policy will be reviewed by Senior Leaders and Governors.

## 6. Links with other school policies

- Child Protection and Safeguarding
- Behaviour
- Educational Visits

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