



PRIMARY SCHOOL

"Where children and families come first"

Lost Child Policy

Date Issued:	September 2019
Date revised:	September 2022
Prepared by:	Head Teacher and Deputy Head Teacher
Date Adopted by Governing Body:	October 2022
Review date:	September 2024

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

Responsibilities:

It is the Head Teacher's responsibility to ensure that all relevant parties are aware of this policy, to ensure relevant staff are aware of their responsibilities and to ensure that the policy is reviewed on a timely basis (every two years).

It is the responsibility of the Leadership Team to ensure that all staff and other adults working with Durham Lane Primary School pupils are aware of the details of this policy and act according to the procedures outlined.

It is the responsibility of all staff and responsible adults working with Durham Lane Primary School 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 timely basis and know the procedures and for handover of their 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 in the Foundation Stage

It is the responsibility of the Foundation Stage Leader to ensure that all staff and other adults working with foundation stage pupils are aware of the details of this policy and act according to the procedures outlined.

It is the responsibility of all staff and responsible adults working with Foundation Stage pupils to read the policy and act at all times according to its guidance.

- All staff *must* ensure that the side gate is bolted at all times.
- This gate will be locked at 9 o'clock and will not be opened again until 3 o'clock. Outside of these times (i.e. when the gates are open), children will not work outside.
- Children in Nursery will enter and leave by the main Nursery door (in the conservatory). The Nursery teacher will lock this door by 9am. A member of the Nursery staff will position themselves at this door until it is locked, to ensure that a child does not leave.
- Parents will be made fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- 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.
- If children leave Nursery or Reception to work in other parts of the school, staff ensure that adequate supervision is maintained at all times and all children are accounted for upon return.
- At lunchtime, children are escorted to and from the dining hall by staff. They play on the Foundation Stage Playground.
- Thorough risk assessments and adequate staff/pupil ratios (1 adult to 4 or 5 children) are provided when children leave the school premises.
- School phone number and a list of pupils/groups are taken on visits out of school

Procedures in the event of a child going missing in the Foundation Stage

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

- The member of staff who has noticed the missing child will calmly inform Foundation Stage Leader;

- Staff will promptly, but calmly round up all children from Nursery and Reception to the Reception class and a teacher and Teaching Assistant will read a story and register the group;
- The Foundation Stage leader will oversee and coordinate the proceedings;
- AT THE SAME TIME, all other available staff will conduct a thorough search of the premises and notify the leader if the child is found immediately;
- 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 premises. If something is discovered, this needs to be drawn to the attention of the leader immediately;
- If the child has not been found by the time the register check is completed, the leader will notify the Head teacher or next most senior member of staff;
- Staff will begin a search of the area immediately outside the Foundation stage area and then the rest of the school;
- The safety and care of other pupils is paramount, so sufficient staff must supervise the rest of the children;
- If the child has not been found after 10 minutes from the initial report of them as missing, the Head Teacher or next most senior member of staff will inform the parents, unless directly delegated at the time. 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, if school does not have one;
- 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;

Procedures aimed at reducing risk of a missing pupil in KS1 and KS2

It is the responsibility of the KS1 and KS2 leaders to ensure that all staff and other adults working with KS1 and KS2 pupils are aware of the details of this policy and act according to the procedures outlined.

It is the responsibility of all staff and responsible adults working with KS 1 and KS2 pupils to read the policy and act at all times according to its guidance.

- All staff *must* ensure that all external doors and gates are closed/locked at all times (see Security Policy for details).
- Gates will be closed/locked at 9 o'clock and will not be opened again until 3 o'clock (side gate by front entrance at 3.10pm). After this time, children will not work outside, unless under the close supervision of adults.
- 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 (see Security Policy).
- If children leave working areas to work in other parts of the school or deliver messages, etc., adequate supervision is maintained at all times and all children are accounted for upon return.
- Thorough risk assessments and adequate staff/pupil ratios are provided when children leave the school premises (see Educational Visits Policy).
- School phone number and a list of pupils/groups to be taken on visits out of school.

Procedures in the event of a child going missing in KS1 or KS2

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 Head Teacher/Administrator;
- The Head Teacher and/or Administrator (with any other available staff) will check the entry sign system in the office, then thoroughly check all communal areas (e.g. Toilets, library, etc) and other classrooms, as well as checking all exits to ensure all gates/doors are locked/bolted and there are no other ways a pupil could have left the premises;
- Staff will then begin a search of the grounds;
- If necessary, classes can be put together to release staff to aid the search, but the safety and care of other pupils is paramount, so sufficient staff must supervise the rest of the children;
- If the child has not been found after 10 minutes from the initial report of them as missing, the Head Teacher or next most senior member of staff will inform the parents, unless directly delegated at the time. 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, if school does not have one
- 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 any child has gone missing while off school premises:

- Visit leader must ensure safety of remaining children. Staff numbers must remain within appropriate ratios per risk assessment for visit;
- 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.

Changes June 2015

Page 1&2- Class 7- removed several times.

Page 2- had Foundation Stage instead of KS1 and KS2- changed

Changes June 2017

Page 1 Changed from Ensure parents are made fully aware to Parents will be made fully aware

Page 2 ratio change from 1:4 to 1: 4 or 5 reflecting DFE guidelines.