

# YATTON FEDERATED SCHOOLS

## Lost Child Policy

Document Information			
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Signature (FGB)	Not required	Signature (Head)	Not required

Every effort is made to ensure the safety of the pupils 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.

### PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

#### Start of the Day

- Parent/carers should be made aware that they are responsible for their child until their child enters their classroom. Registration is at 8.55am and gates are locked at 9.05am. Pupils arriving after this time, must use the main school entrance.
- 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 classroom security to work in other parts of the school, pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained, and at least annually through the data collection exercise.

#### Hometime

- Staff ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left are escorted to the school office.
- Pupils have sight of their parent or known contact before they leave their teacher.
- Parent/carers must notify the school of changes to contacts or changes detailing how the pupils are to go home and with whom.

#### School trips

- No less than one adult to 6 pupils are provided when pupils leave the school premises. Each site visited, ability of group, age of children and level of experience of staff will be considered as part of the risk assessment process undertaken before each trip and will determine the appropriate adult:pupil ratio of an individual trip. A register will be taken on trips out of school as well as a copy held in the school office. Mobile phones will be taken on every visit and mobile contact numbers left at 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:

- The 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 or similar calm 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 school grounds and notify the SLT member if the child is found immediately.
- A thorough check of all exists 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 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, they should be asked 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.

### **School Trips/Visits**

If the event of a member of staff fearing that a child has gone missing while off school premises:

- the trip leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Trip leader should contact school to alert them.
- If the child is not found within 5 minutes, the trip Leader must contact police by phoning 999.
- The trip 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.

### **Breakfast Club/After School Club**

The same procedures as outlined above will be undertaken, with the headteacher, or member of SLT being informed as soon as is reasonably practicable.

### **Investigation**

- The headteacher, or other designated person, will carry out a full investigation taking written statements from all staff present at the time.
- - The key person/staff writes an incident report detailing:
  - The date and time of the incident.
  - What staff/children were in the group.
  - When the child was last seen in the group.
  - What took place after that time.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened;
- If the incident warrants a police a investigation, all staff will cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.