

# Clee Hill Community Academy Lost Child Policy

Written September 2018

To be reviewed September 2021

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 Head teacher'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 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. Gates onto playground close at 8:55am.
- Pupils use playground entrance only.
- Main entrance used between the hours of 8:55am and 3.10pm once gates are locked.
- Staff mark registers promptly and accurately - mornings and afternoons. (L = Late between 8:55 and 9:05am or 1:00 and 1:10pm and U = Unauthorised after 9:05am or 1:10pm)

### **Outside Time/Lunch/Playtime**

- When children are outside they are protected by fencing and are supervised by adults.
- 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.
- External class doors leading onto the field are monitored before and after playtime and dinner time.

### **Home time**

- KS 1 staff ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left go to CHAMPS after school provision to wait. KS2 pupils exit onto the school playground by

themselves but understand that if an adult is not waiting for them they inform and stay with a responsible adult. Again, after 10 minutes pupils who are left go to CHAMPS after school provision.

- All staff are aware of who collect their children at the end of the school day. Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.

### **Visits**

- Thorough risk assessments and adequate staff/pupil ratios staff take extra precautions when pupils leave the school premises. Adequate communication contact and a list of pupils/groups and contact numbers are taken on visits out of school. Mobile phones are taken on every visit. For residential trips/ out of hours school trips additional information may be taken by staff leading the visit.

### **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 with a designated member of staff.
- 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 Head teacher. 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 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 police or other agencies.

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.