



YARMOUTH C OF E (AIDED) PRIMARY LOST CHILD POLICY

The safety of our pupils is our priority 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.

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 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

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 the school. Staff meet pupils in the playground at 8.40am. Doors closed at 8.50am.
- Pupils use side entrance and pupils are escorted to their classrooms.
- Gates are locked at 8.50am with the exception of the main entrance gates.

During lesson time

- Staff mark registers promptly and accurately - mornings and afternoons.
- Staff ensure clear sight of pupils at all times when they are working outside
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside. The exception is the main gate.
- 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 are locked with the exception of the door leading onto the decking but adult supervision must be maintained at all times when the children are accessing the outside decking area.

Play time

- Pupils escorted to the external doors by staff
- Staff in playground before pupils come into the playground.
- Staff carry telephones
- External gates locked
- Staff patrol zoned areas in playground
- Doors are closed behind the last member of staff as they come in from the playground

Dinner time

Lost Child Policy

Initials.....Date.....

- As above
- Member of staff on dinner duty

School Field

- When children are using the school field , staff will double check that the field gate is shut and locked
- There will be good ratio of adult to children on the field (at least two at all times)
- Staff will have sight of all children when on the field
- The caretaker will ensure no holes in fencing on his daily safety sweep.
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Hometime

- Gates opened 10 minutes before hometime to allow access for parents
- Pupils leave by side exits/classroom door.
- Pupils are passed to their parent from the side gate.
- Member of staff on the side gate
- Letters needed if children are to be collected by other parents/adults
- Staff take pupils to the gate and ensure that all pupils are collected by the appropriate adult
- After 10 minutes pupils who are left go to main entrance to wait with member of staff and parents are telephoned.

Visits

- Thorough risk assessments and adequate staff/pupil ratios
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school (see policy)

After school clubs

- Thorough risk assessment in place
- Register of pupils with contact numbers in school office.

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 staff. Who will inform Headteacher or another member of teaching staff if HT not on site.
- Staff will promptly but calmly round up all pupils to the hall and a member of staff will read the group a story.
- 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 HT 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.
- Staff will begin a search of the area immediately
- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.
- 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. At least 2 staff must stay with them.
- 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.