



Rowlands Gill Primary School

Lost Child Policy

Date: July 2015

Ratified by Governors: July 2015

Review Date: December 2017





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 vital** that the parent/carer and children have a clear understanding of their arrangements for the end of the school day. Any unforeseen changes must be notified to the school immediately.

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

We will 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.(8.55am-3.10pm for Reception class and 8.57am-3.10/3.20 for Nursery/KS1 and KS2)

We have clear procedures for welcoming pupils into school. Staff meet and greet children in the yard.

Doors into classes close at 9.05am. Children who are late must report to the school office where they are entered into the late book.

Pupils use playground entrances to enter the school. Reception children are delivered to the classroom by their parents/carers at 8.55am. Nursery children will be met at the Nursery gate by Nursery staff.

The main entrance must be used between the hours of 9.00am and 3.10pm once gates are padlocked.



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 we 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.

Hometime

KS1/Early Years staff take pupils to the playground and ensure that all pupils are collected by the appropriate adult. Pupils who are left are escorted to the main entrance and a member of staff will contact their parents. If necessary, the child will be placed in the out of school club (parents will be charged at the appropriate rate).

KS2 pupils are escorted from the building into the school yard and staff ensure that they exit the school premises in an orderly manner.

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:

If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the Senior Management Team (SMT) or school office immediately. The SMT member and any available staff will carry out a thorough search of the building and site.

Staff will count and name check all the pupils present against the register while the group are assembled in one place.

A thorough check of all exits will be made, to ensure 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 to the SMT immediately.

If the child has not been found after the initial search 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.



In the event of a member of staff fearing that a child has gone missing at the end of a school day.

If a teacher has been advised that a child is missing they contact the nearest member of the SMT/school office immediately.

The SMT member and any available staff will carry out a thorough search of the building and site.

Establish what the arrangements were for collecting the child(ren).

Determine all reasonable possibilities as to where the child(ren) could have gone.

The SMT provide appropriate support for the parents/carers.

Two staff (to ensure the safety of staff) may explore the external area to look for the child(ren). If necessary, a mobile phone will be available (for emergencies only) in the office to communicate with parents.

The SMT will decide at which point to contact the Police in conjunction with the parents/carers.

A member of the school staff will remain on the site as a point of contact.

The child will be spoken to by a teacher, when found, to establish if there are any Child Protection issues. This will be followed up by the SMT the next day when the pupil returns to school. Parents will be spoken to to ask if there is anything else we can do.

Date June 2015

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