

Hartsfield JMI School



Lost Child Policy

Approval Date:
February 2024

Review Date:
February 2026

Name:

Written by: School

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Approved by Governing body

Name:

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Role:

Chair of Governors

Hartsfield Lost Child Policy

Every effort is made to ensure the safety of all children whilst they are in our care. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Other associated linked policies include:

Health and Safety Policy

Child Protection Policy

Safeguarding Policy

Learning Outside the Classroom Policy

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 the school day.

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.
- A member of staff is on the playground from 8.45 am each day
- Staff meet and greet on the playground with doors into classes closed at 8.50 am.
- Main entrance via the school office used between the hours of 8.50 am and 3.10pm or at other times with prior agreement between parents and school staff with children being signed in and out by parents/carers during the school day.
- Staff complete online registers promptly and accurately – mornings and afternoons.
- The office team check with class based staff before contacting parents if a child is marked absent without notification from a parent/carer.

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and gates and are supervised by an adult.
- If pupils leave the classroom to work in other parts of the school, staff are clear who is going to be where and with whom and staff ensure that adequate supervision pairs is maintained at all times. Older children are encouraged to be in pairs and all pupils are accounted for on return to the classroom.
- External class doors are closed before and after playtime and dinner time.

Home time

- Staff take pupils outside the classroom and ensure that all are collected by the appropriate adult.
- EYFS children are matched by staff to a known adult and KS1 Pupils have sight of parent before they leave their teacher.
- In older year groups, staff are clear about which children walk home alone from school.
- After 10 minutes, pupils who are left go to the school office to wait and a phone call is made to parents/carers.

- Parents inform class staff in the morning or through the school office, if their child is going home with someone different.

Visits

Thorough risk assessments and adequate staff/pupil ratios, no less than one staff member to 10 pupils are provided when pupils leave the school premises (age dependent). 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 for Learning Outside the classroom and the use of the EVOLVE system for recording arrangements and risk assessments for specific out of school activities.

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 and a designated member of staff will read the group a story.
- Staff will count and name check all the pupils present against the register (available from Arbor or the school office) 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.
- 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 is missing after the school day, all those included in the search to liaise with the school office as a central point.
- If an unattended child or a lost parent is found, they should be brought to the school office.
- If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified.
- 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 the police or other agencies.
- The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted and then hand over all relevant details of the child/children
- The Headteacher will notify social services (where necessary) and the Chair of Governors

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- keeping the appropriate ratio with the children and dispatch any others to search vicinity.
- Alert staff linked to the visit venue.
- Visit leader should contact school to alert them- alerting the agreed contact if out of school hours.
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- Visit leader should alert school/ the agreed contact that the police have been contacted and school will make arrangements to notify parents.
- The Headteacher/ SLT will notify parents, social services (where necessary) and the Chair of Governors.

After the event, the team will reflect on the incident and the procedure to see if anything can be learned from the process and if any measures can be taken to improve.