

**St Patrick's RC Primary School  
Fairfield**

*'May Christ Be Seen In Us'*



**Lost Child Policy  
2020**

Adopted Autumn 2020

Review Autumn 2021

## **Lost Child Policy**

*'May Christ be seen in us.'*

Every effort must be made to ensure the safety of pupils whilst in the care of the Foundation Stage Unit and throughout the 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 parties are aware of this policy, to ensure relevant staff are aware of their responsibilities and to ensure that the policy is reviewed on an annual basis.

It is the responsibility of the **Foundation Stage Leader, Lower School and Upper School Leaders** to ensure that all staff and other adults working with pupils are aware of the details of this policy and act according to the procedures outlined.

It is the responsibility of **all staff** and responsible adults working with pupils 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**

- All staff must ensure that the gates/doors to any outside area are kept closed when children are playing outside.
- Ensure parents are fully aware of the points at which responsibility for the care of their child passes to them and vice versa.
- Staff mark registers promptly and accurately - mornings and afternoons. We operate 'first day response' and will contact the parents of any child not in school immediately.
- Updated contact information for parents and carers is sought and maintained.
- Ensure that staff have clear and safe procedures for welcoming and dismissing children to and from school.
- If children leave the Foundation unit securely to work in other parts of the school, ensure that adequate supervision is maintained at all times and all children are accounted for on return to the unit.

- Thorough risk assessments and adequate staff/pupil ratios (no less than one responsible adult to 8 pupils) are provided when children leave the school premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of 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:

- Member of staff who has noticed the missing child will calmly inform class teacher/group leader.
- Staff will promptly but calmly round up all children to a pre-arranged area and a designated member of staff, not the leader/class teacher, will read the group a story.
- The class teacher will count and name-check all the children 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 leader/class teacher 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 unit/school. If something is discovered this needs to be drawn to the attention of the leader/class teacher immediately.
- If the child has not been found by the time the register check is completed, the group leader/class teacher will notify the Head teacher or next most senior member of staff.
- Designated staff will begin a search of the area immediately outside the unit/area of the school.
- The safety and care of other pupils is paramount so the security of the unit/class and the number of staff remaining to supervise the other children in the unit/class 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.
- Class teachers 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 children. 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, the Visit Leader must contact police by phoning 999.
- Visit Leader should alert school that police have been contacted and school will make arrangements to notify parents, after which the procedures above are to be followed.