

OAKWOOD JUNIOR SCHOOL

Lost Child Policy

Review Date	Autumn 2016
Reviewed by	Deputy Head & LM
Review Cycle	Every 3 years
Next review due	Autumn 2019

Signed :.....

Name :.....
on behalf of the Governing Body of Oakwood Junior School

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 school. Once staff are in classrooms at 8.40 Year 3 and Year 5 doors are opened to allow the children to make their way into classes.** At 8.55 the side doors are closed and any late children must report to office via the front door to get their mark.
- Office staff check the registers for absent children. If the school have not received a message from their parent /carer then a text message is sent to inform the parent to contact the office to explain why the child is not in school. If no answer is received then this is followed up with a telephone call.
- All gates are locked at 9.10am and opened for access only.

During lesson time

- **Staff take registers promptly** and accurately – mornings and afternoons.
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside.
- If pupils leave the classroom 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 doors are closed** at all times.

Play time

- Pupils escorted to the external doors by staff
- Staff who are on duty need to be on the playground before the pupils.
- External doors are closed behind the last member of staff as they come off the playground

Dinner time

- As above
- Midday Supervisors and TA's on dinner duty
- SLT available at dinner time

Hometime

- **Pupils leave by cloakroom doors or classroom fire exits.**

Lost Child Policy

- Staff take pupils to the door and ensure that pupils are collected by the appropriate adult unless walking home independently.
- After 10 minutes pupils who are left are escorted to the main entrance to wait with Teacher or TA if the adult hasn't contacted them. The 'Children left after School' policy then comes into force (see attached).

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.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- School Mobile phones taken on every visit.

After school clubs

- Risk assessment in place
- Register of pupils with contact numbers and details of how the pupils are to go home and who with.

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 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
- 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.