

Fiddlers Lane

Community Primary School

Lost / Missing Child Policy

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| Signed by the Chair of Governors | |
| Name: Jayne Tighe | |
| Signature: | Date: 25 th November 2019 |
| Review date: December 2022 | |

Lost / Missing Child Policy

It is very rare that a child becomes lost or missing, but complacency is a hazard we must avoid at all costs. The welfare of the children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Systems in place to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site is secure.
- Children are registered on time in each classroom
- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place when the children return from break time or from a lesson in another area of school
- Key workers of new children in the FS always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature. In the rest of the school, the class teacher and the Inclusion Manager discuss this with new children.
- Children are always met by a member of staff to be accompanied into school supervised (morning, break and lunch times). Welfare staff check that no children are left outside at the end of playtime in KS2, KS1 and the EYFS.

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing the following procedure will be followed.

- The class teacher or most senior member of staff at the time will take an immediate roll call of all children, and will send another member of staff to inform the Head teacher, or another member of SLT if the Head Teacher is not in school.
- If it is discovered that a child is unaccounted for then a full search of the building and its immediate surroundings will take place.
- The site officer and any available staff will be informed to assist with the search of the school buildings

- On no account will any other children be left unsupervised at any time
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent/carer will be contacted. The searches will continue while waiting for the emergency services to attend.
- On the arrival of the emergency services and the child's parent/guardian the HT or member of the SLT will be responsible for appraising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again. This will be written as an incident report by the HT, in conjunction with other members of staff.

This policy will be reviewed by the governing body every 3 years, or earlier if there is a change to statutory guidance.