



LOST CHILD POLICY

Issue No	22
Date	24.11.15

Purpose

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.

To reduce the risk of a child going missing, all staff must count the children in after every playtime and lunchtime.

This policy should be read in conjunction with the Arrivals and Departures Policy

Procedures in the Event of a Child Going Missing

a) In the event of a member of staff fearing that a child has gone missing while at school:

The member of staff who has noticed the missing child will calmly inform the Head Teacher or the Senior Teacher in her absence.

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 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 Head Teacher or Senior Teacher if the child is found immediately.

A thorough check of all exits should be made to make sure all gates/doors are 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 of the staff immediately.

Staff will then begin a search of the wider 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.

At the same time the CCTV will be reviewed.

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

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 police or other agencies.

b) 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.

All staff should take a group photograph of the children before departing; this will be used in the event of a child going missing to provide an accurate description.

Management Support

The Headteacher will ensure that all staff members and all new staff members are aware of this policy and monitor its operation.

Equal Opportunities

Scott Lower School is committed to working towards equality of opportunity for all children regardless of age, ability, gender, race and social circumstances. All pupils are of equal value and have the same right to take part in the varied activities and opportunities wherever possible. All opportunities for learning should be offered in a way which allows all children access and the ability to progress at their stage of understanding.

Disability Discrimination

Scott Lower School is committed to having due regard to the following

The Equality act 2010 places a duty on all public authorities, including schools, when carrying out their functions, to have due regard to the need to:

- Promote equality of opportunity between disabled persons and other persons
- Eliminate discrimination that is unlawful under the Act
- Eliminate harassment of disabled persons that is related to their disabilities
- Promote positive attitudes towards disabled persons
- Encourage participation by disabled persons in public life
- Take steps to take account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.