



St Bede's RC Primary School

Lost and Missing Child Policy

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| Agreed by the Governing Body | Spring 2020 |
| Review Date | Autumn 2022 |
| Person Responsible | Head Teacher |

AIMS

This policy clearly states the action staff members **MUST TAKE** if they believe a child to be missing or lost. Complacency is a hazard we must avoid at all costs and all staff members at St Bede's RC Primary School are expected to be vigilant at all times and regularly count children when they are participating in activities beyond their classroom.

The welfare of the children in our care is paramount. All staff are to ensure they Risk Assess all activities as children may go missing. **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.
- Staff members are on each gate at the start of the school day and only staff members are allowed on the yard.
- At the end of the school day, staff hand over children to known adults and do not let a child go until they have witnessed this happen. Any children who are not allowed contact with a particular adult have a list of adults who may collect them and a password. In Reception, parents must provide school with a list of adults who will be collecting their child and inform school of any changes.
- Staff members are on duty to lock gates at the end of the school yard once every child has left the yard.
- 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 at intervals during each session.
- Each staff member has a book with a register in and any known child absences are written in here by office staff. This book must be returned to the office at the end of each school day.
- Key staff that work with new children 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.
- Individual pupil Risk Assessments are put in place for children with High Needs that may compromise their personal safety and wellbeing in our large school building and extensive school grounds.
- Parents/Carers are made aware of the need of supervision of children at all times at the start of each school day until staff members are present on the yard at 8.45am and at the end of the day when they have collected their children.

- Registers are taken every morning and afternoon by teachers.
- If children are leaving school premises with staff for any reason, they are counted before they leave, and at regular intervals on the visit and upon return to school

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 most senior member of staff at the time will take an immediate register of all children.
- If it is discovered that a child is unaccounted for then a full search of the school building and its immediate surroundings will take place.
- The Senior Management Team will be informed to assist with the search of the buildings and grounds.
- On no account will any other children be left unsupervised at any time during the search.
- If, after a thorough search, it proves unsuccessful in establishing the whereabouts of the child, the parent / carer and the emergency services will be
 - contacted.
- On the arrival of the emergency services and the child's parent / carer the senior member of staff 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 by the Senior Management Team and the Chair of Governors to examine how it occurred and to take immediate measures to prevent a similar occurrence happening again.

This policy needs to be read alongside the Whole School Safeguarding Policy and Keeping Children Safe in Education 2018.

Date of Policy September 2018 Reviewed Spring 2020

Mrs E Alderson Head Teacher
Mrs A Holtham Deputy Head Teacher