

WEXHAM COURT PRIMARY SCHOOL

Lost Child Policy

2017- 2020



Date Approved:	Autumn 2017
Date for Review:	Autumn 2020
Responsibility:	Full Governing Body & Head Teacher
Approved By:	FGB

WEXHAM COURT PRIMARY SCHOOL

LOST CHILD POLICY

Every effort is made to ensure the safety of children whilst they are in the care of the school. This policy sets out our procedures for maintaining safety and 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 Head Teacher's responsibility to ensure an investigation is carried out and report to relevant parties such as Chair of Governors, LA and LADO as appropriate.
- 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 the 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 the school. Staff meeting and greeting on the door. Doors into classes closed after 5 minutes of opening.
- Pupils use playground entrances and Foundation/KS1 pupils are escorted to their classrooms.
- Main entrance used between the hours of 9.10am and 3.30pm once gates are locked.
- Main entrance used for all after school clubs.
- Staff mark registers promptly and accurately – mornings and afternoons.

Outside Time/Lunch/Playtime

- When children are outside in the playground they are protected by fencing and locked gates and are supervised by an adult.
- Supervisors need to be mindful of gates to ensure they are shut and locked.

- If pupils leave the security of the classroom to work in other parts of the school, teachers should 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 by the office. A data check sheet will be sent to families annually.
- External class doors are locked during the start and end of the day while parents are on the playground.
- If parents are to be on site, for example for a parent meeting in the hall or gates are opened early, all staff should be informed. Please inform the office, who will inform the site controllers and Head Teacher's PA who will put a notice in the bulletin. Always check that all staff know.
- Staff dismiss pupils from the classroom door, in Early Years/Lower Primary handing over to parents /carers and in Upper Primary handing over to parents /carers or releasing children who have written parental consent to walk home unaccompanied.
- Parents to inform class teacher/or office if their child is to be collected by another adult.
- Parents of children in F/S stage will notify staff at home visits of a password and key adults who will be collecting their child.
- Pupils must have sight of parent before they leave their teacher

Visits

- Thorough risk assessments and adequate staff/pupil ratios. No less than one staff member to 8 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.
- Mobile phones taken on every visit and mobile contact numbers left at school.
- A first aider is always present.
- If the missing child has any special medical or learning needs these need to be noted, to be disclosed to police or other agencies.
- Phone and note names and times. They must notify a member of the SLT and collect the child immediately. The adult must not be instructed to take the child home.
- The school must not assume anything or take what the callers say at face value.
- If a child goes missing and is found by a member of the public, the SLT must go and retrieve the child whilst the office keep the caller on the telephone, and ensuring that they collect their contact details.
- Care must be taken not to alarm parents, but ensure information is accurately conveyed. They should be asked to come into school.

Missing whilst off school premises on a visit

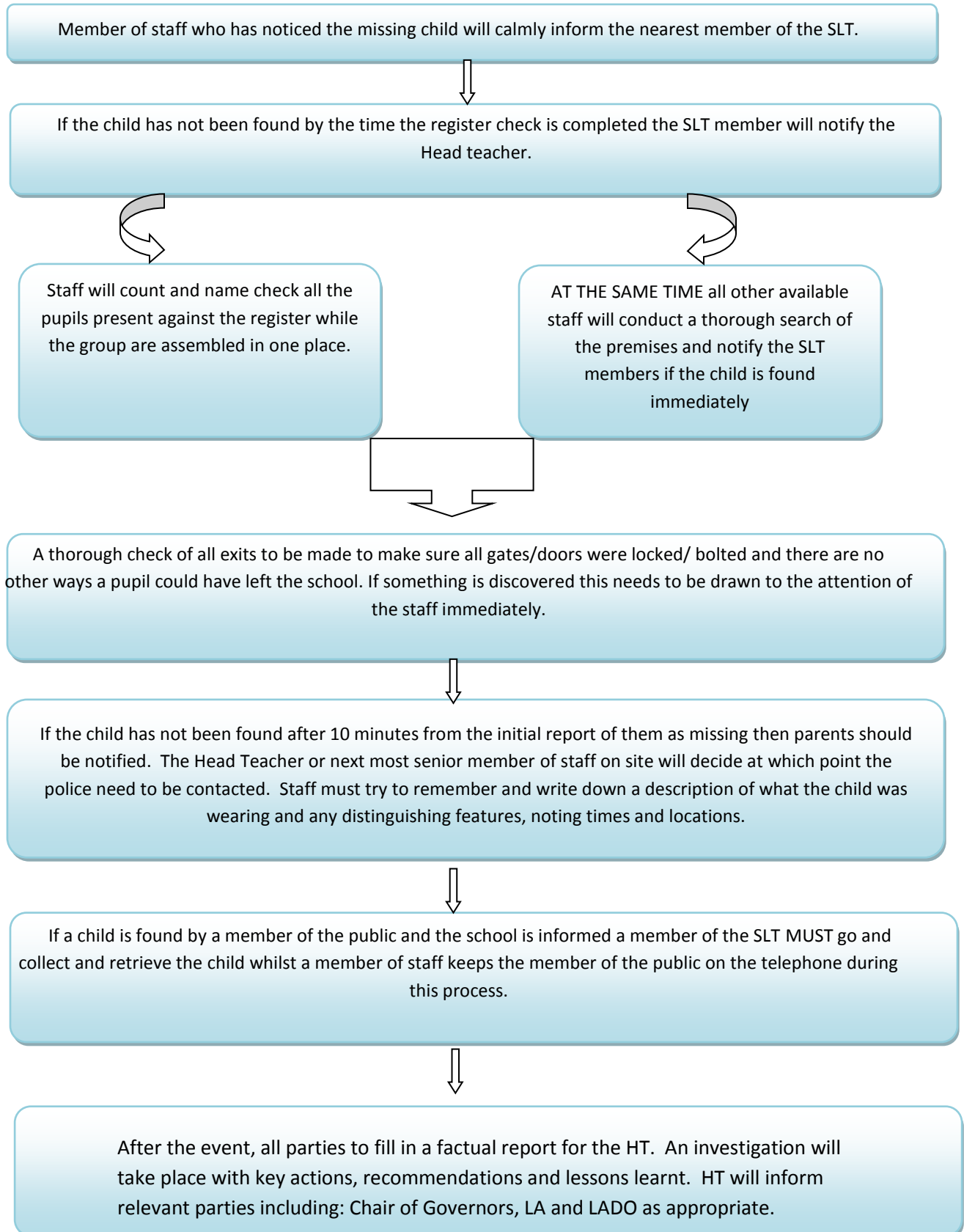
In the event of a member of staff fearing that a child has gone missing while off school premises:

- Visit leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them immediately.
- If the child is not found within 10 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.
- Only a member of the SLT must call parents unless no member of the SLT are present and are unreachable by telephone.

The safety of the child must always come first.

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:



This is a true version signed by

Mr J. Reekie, Chair of Governors

Signed:

Date:

Miss N Mehat Headteacher

Signed:

Date:

Review date: