



# Lost Child Policy

## **Aim**

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

In the event that a child goes missing from school or when on a school visit or residential, we shall follow the procedures outlined below:

Visits / residentials are recorded in the visits file stating:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children
- any medical needs of the children
- time of return

Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a school mobile phone as well as a mini first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

## **Missing child**

If a child goes missing from the school:

- A member of staff will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- A member of the senior management team talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures:

- As soon as it is noticed that a child is missing, staff on the visit / residential ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff searches the immediate vicinity but does not search beyond that.
- The Head teacher is informed, if he/she not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.

- The Head contacts the child's parent who makes his/her way to the school or venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

### **The investigation**

- The head teacher carries out a full investigation taking written statements from all staff present at the time, or who were on a visit.
- The key person/ staff member writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were;
  - when the child was last seen;
  - what has taken place since then;
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.
- Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported and is recorded in the incident book;
- The local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

### **Monitoring and review**

Monitoring the policy is the role of the head teacher and a named school governor. The governor concerned liaises with the head teacher before reporting to the governors.

The head teacher implements the school's lost child policy, and ensures that all staff are aware of the details of the policy as it applies to them.

This policy will be reviewed at any time on a request from the governors, or at least once every three years.