



Beaufort Primary School

Lost Child Policy

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Policy Reviewed	Signed:	Date:



Beaufort Primary School Lost Child Policy

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/carers 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.

Procedures aimed at reducing risk of a missing pupil

Start of the day

- Ensure parents/carers 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 school. KS1 and KS2 doors are opened at 8.45am by 2 members of staff children are taken into classes at 8.55am. At 8.55am the doors are closed and any late children must report to office via the front door to get their mark. Reception children are welcomed at 9.00am. The Nursery gate is opened at 8.45am and 12.15pm and parents/carers accompany their child to the Nursery door where children are welcomed by staff.
- Office staff check the registers for absent children. If the school have not received a message from their parent /carer then a telephone call home is made to find out why they are not in school.
- The pedestrian gate is open from 8.00am to 9.30am. The double gates are open for access only but closed from 8.45am to 9.15am and 2.50pm to 3.30pm by the caretaker. The main gates will remain locked during the school day and access will only be given by the school office.

During lesson time

- Staff mark registers promptly and accurately – mornings and afternoons.
- If pupils leave the classroom to work in other parts of the school 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.
- Outside doors should be shut at all times.

Play time

- Pupils escorted to the external doors by staff
- Staff who are on duty need to be on the playground before the pupils.
- External doors are closed behind the last member of staff as they come off the playground

Dinner time



- As above
- SLT available at dinner time

Home time

- Pupils leave by either the main door, classroom or key stage doors.
- Staff take pupils to the door and ensure that all pupils are collected by the appropriate adult
- After 10 minutes pupils who are left go to main entrance to wait with office staff if the adult hasn't contacted them. The 'Children left after School' policy then comes into force .

Visits

- Thorough risk assessments are completed by the EVC and adequate staff/pupil ratios 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

After school clubs

- Risk assessment in place
- Register of pupils with contact numbers and details of how the pupils are to go home and who with.

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:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will begin a search of the 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.
- 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
- 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.

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.