

Lost Child Policy

MARINE ACADEMY PRIMARY POLICIES

VERSION CONTROL SHEET

POLICY NAME: Lost Child Policy**Policy Prepared by: Siobhan Easton**

Document date	Filename	Meeting submitted	Summary of changes required
01-09-14	Lost Child Policy	04-03-15	New policy

Lost Child Policy

Policy Statement

Every effort is made to ensure the safety of your child whilst they are in our care at the Academy. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

RESPONSIBILITIES

It is the Headteacher'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 hand over of the child at the beginning and end of sessions.

It is the responsibility of Governors to ensure they are aware of the Academy's procedures and to challenge/support the Academy 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 the Academy

All children are collected by their teachers from the playground every morning.

All classroom doors are closed at 9.00am. After this point, pupils need to sign in at the Academy office.

Only the main entrance can be used between the hours of 9.00am and 3.00pm once gates are unlocked.

Staff mark registers promptly and accurately – mornings and afternoons.

Office staff call Parents/Carers of all children by 10:30am.

Outside Time/Lunch/Playtime

When children are outside they are protected by fencing and padlocked gates and are supervised by appropriate numbers of adults.

If pupils leave the classroom to work in other parts of the Academy, we 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 annually.

External doors leading are locked/monitored before and after playtime and dinner time.

Hometime

Staff take pupils to the playground and ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left go to main entrance where office staff contact Parents/Carers/named contacts. Pupils are then either monitored in the foyer area or attend After School Club (depending on the predicted length of waiting time to collection).

All Key Stage 1 pupils are only allowed to be dismissed once they have been collected by Parent/Carer/other names responsible person.

Up to date lists are kept detailing how the pupils are to go home and the named contacts.

Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing or by face to face contact in the Academy office

Visits

Thorough risk assessments, Educational Visit Forms and adequate staff/pupil ratios, (one adult per two children is preferred for Foundation), no less than one staff member to 8 pupils are provided when pupils leave the the Academy premises. Adequate communication contact and a list of pupils/groups to be taken on visits out of the Academy. Mobile phones taken on every visit and mobile contact numbers left at the Academy.

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 the Academy:

- ★ Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- ★ Staff will promptly but calmly round up all pupils to the appropriate classroom 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 SLT member if the child is found immediately.
- ★ A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the the Academy. If something is discovered this needs to be drawn to the attention of the staff immediately.
- ★ If the child has not been found by the time the register check is completed the SLT member will notify the Head teacher. Staff will begin a search of the area immediately.
- ★ 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/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.

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

- ★ Visit leader must ensure safety of remaining pupils.
- ★ One or more adults should immediately start searching for the child.
- ★ Visit leader should contact the Academy to alert them.
- ★ If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- ★ Visit leader should alert the Academy that the police have been contacted and the Academy will make arrangements to notify parents, after which procedures above to be followed.