



## **GRANGE INFANT SCHOOL** **LOST/MISSING CHILD POLICY**

### **PURPOSE OF THE POLICY AND PROCEDURES**

The safety and security of the children in our care at Grange Infant School are paramount. Measures have been put in place to ensure that the children are accounted for at all times during the school day and in before/after school clubs. Children are supervised at all times, whether in the classroom, during morning break and lunch times, in PE/Games lessons or before/after school clubs.

The purpose of the policy and procedures is to set out the steps to be taken when a child is identified as being missing from where they are supposed to be so that:

- they are returned to safety
- the relevant parties to the situation are informed
- the incident is reviewed to improve procedures

### **ABSENCE FROM SCHOOL**

Parents/carers of children who are going to be absent from school should inform the school office before 9.00am. This information is passed on to the class teacher. Our Admin Officers then check that all late arrivals are accounted for. For any children not in school and not reported absent, the Admin Officers will contact the parents/carers of these children as soon as possible to confirm their whereabouts and inform the class teacher of the reason for the absence.

### **PROCEDURES AT THE BEGINNING OF THE SCHOOL DAY**

All pupils are handed over from their parents/carers to class teachers at the external classroom door between 8.45 – 8.55am, registration is taken at 8.55am and the classroom doors are closed. Children arriving after 8.55am should be taken to the school office to be signed in by their parent/carer. School gates will be closed at 8.55am.

### **PROCEDURES DURING LESSONS**

Teachers and support staff maintain the appropriate level of supervision throughout each lesson and remain aware of the whereabouts of the pupils in their care at all times. Procedures to monitor the whereabouts of children given permission to leave the classroom to visit the toilet, exchange reading books or to other locations within school are in place.

### **PROCEDURES FOR CHILDREN BEING COLLECTED DURING THE SCHOOL DAY**

When a child is collected from school during the day whether due to illness or a pre-arranged appointment, they must always be collected from the school office so that there is a handover from a member of school staff to the adult collecting the child.

### **PROCEDURES ON SCHOOL TRIPS**

Full risk assessments are carried out in advance of school trips. An Out of School Event form is completed containing a list of the children (obtained from the school register on the trip day) and all staff and adult volunteers involved, with mobile phone numbers. This is copied to each member of the group and to the school office. A list of all the children's names is carried by the trip leader. Children are split into small groups according to the staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children in each small group is checked regularly by frequent roll calls. In the event that after a roll call or at another time it is noticed that a child has gone missing, the procedures in the event of a child missing will be followed.



### **PROCEDURES AT THE END OF THE SCHOOL DAY**

All pupils are collected at 3.15pm from the external classroom door at the end of the school day by one of the adults identified on the school emergency contact forms. This/these person/s can complete a form or contact the school office giving permission for another named adult to collect their child from school on an exceptional occasion.

### **PROCEDURE IN THE EVENT OF A CHILD MISSING**

In the unlikely event of a child being lost/missing the following procedure should be followed:

1. The class teacher/responsible staff member will ensure that the office is informed straight away so that they can check and confirm whether the child has another commitment at that time (e.g. medical appointment). If this is not the case, available members of staff will immediately search indoor and outdoor areas within school, going first to places at which the child was last seen, tracing the routes that they may have taken back to their classroom. The safety and wellbeing of other children will continue to be a priority.
2. In the event of (1) above not resulting in the safe location of the child within 10 minutes, the Headteacher (HT) or a member of the Senior Leadership Team (SLT) should be informed immediately and will organise additional assistance to intensify the search, starting with exit routes from the school. The HT or SLT member will delegate a member of staff to follow, normally on foot, the child's route home, taking a mobile phone with them. If the child is then found, the Missing Child incident report form will be completed and the parents/carers informed. If the child has still not been located after a further 10 minutes, the office team will alert the police and the child's parents/carers. The police should be given all relevant information to enable them to take over the search effectively.
3. Once the police arrive, formal responsibility for the search will pass to the police, with the HT or SLT member ensuring that school staff make themselves appropriately available to assist further with the incident. If the child is then found, the Missing Child incident report form will be completed.
4. The Local Authority Child Protection team should also be informed at this point.
5. As soon as practicable after the incident, the teacher in charge or the class teacher/responsible staff member will write a report which will be used by the HT/SLT as part of the incident investigation/review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.
6. If a child insists on leaving the premises with the knowledge of staff and cannot be persuaded by them to stay on the premises, the HT or SLT member and parents/carers will be contacted immediately. If it is thought that the child may be a danger to themselves or others, then reasonable power to return the child to the school premises should be used. A member of staff should follow and observe where the child is going. If it is felt that the child is unsafe the police should be called. If the child is returned safely to school, the Missing Child incident report form will be completed.

### **LOST ON AN OUTING/SCHOOL TRIP**

If a child is lost on an outing/school trip the member of staff noticing the child missing should immediately alert other members of the party and carry out a class/group numbers check. The group leader will arrange for an appropriate member of staff to re-trace the group's steps to the last location when a roll call took place. Another member of staff should alert the management of the organisation being visited and the school to inform of the situation. The group leader should remain with the group and maintain regular contact with the school. If the child is then found, the Missing Child incident report form will be completed and the parents/carers informed. If the incident takes place at an indoor venue, the overall supervisor of the event should be informed and they will handle the search and contact the police if necessary.



### **MEASURES IN PLACE TO ENSURE A CHILD DOES NOT GO MISSING**

- Information to parents/carers and staff about challenging unknown persons on the premises.
- Password system (if deemed appropriate and only as requested for individual children).
- Controlled security entrance at external doors and school reception
- Supervision of children at all times
- Sufficient staff to maintain ratios with backup plan
- Full risk assessments to be carried out for all trips outside of the school site and submitted to the Educational Visits Coordinator.

Review: This policy will be reviewed annually.

Reviewed and updated: May 2024

Next Review: May 2025