





## Gateway Primary School Policy Cover Sheet

<b>Policy Name:</b>	<b>Lost Child Policy</b>
<b>Adopted at / by:</b>	<b>FGB</b>
<b>Signed on behalf of the Governing Board</b>	
<b>Name:</b>	<b>Kevin Moyes</b>
<b>Date:</b>	<b>September 2024</b>
<b>Signed on behalf of Headteacher:</b>	
<b>Name:</b>	<b>Kayleigh Anstee</b>
<b>Date:</b>	<b>September 2024</b>
<b>Review period:</b>	<b>1 year</b>
<b>Date of next Review</b>	<b>September 2025</b>

## Statement of intent

In the event of a child becoming lost, while in the care of the school, the school will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

### Aim

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the school while procedures are followed.

### Procedures

#### **If a child goes missing from the school:**

- The person in charge will carry out a thorough search of all the rooms in the building, the school grounds and perimeter.
- The remaining children will be gathered into one large group, while the remaining staff searches for the missing child. The register will be checked to make sure no other child has gone astray. The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The person in charge talks to staff to establish what happened
- If the child is not found the parents or carer is contacted and informed and the missing child is reported to the Thames Valley Police.
- If the child lives within walking distance of the school, one adult should make the journey on foot in order to catch up with the child if possible.

#### **If a child goes missing from an outing the school ensures the following procedures are put into place:**

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The person in charge is informed, if she/he is not on the outing they will make their 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 the school.

- The person in charge of the school contacts the child's parent or carer who makes their way to the school or outing venue as agreed with the person in charge.
- The staff contacts the police using a mobile phone and report the child missing.
- In an indoor venue, the staff contacts the venue's security who will handle the search and contact the police if the child is not found.
- The person in charge contacts the Chair of Governors to inform them.

### **When the child is found**

- Two members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.
- Other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

### **After the incident**

- The teacher and head teacher will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
- A note will be sent home to all parents to give brief, accurate information about the incident, as soon as possible, for reassurance.
- Liability should not be discussed until the incident has been fully investigated by the school.
- Staff and parents should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the Chair of Governors and the LA.

### **The investigation**

- The Chair of Governors or nominated other person undertakes a full investigation taking written statements from all the staff present at the time, or by those who were on the outing.
- The key person/staff write an incident report detailing
  1. The date and time of the report:
  2. What staff/children were in the group/outing:

3. When the child was last seen in the group/outing:
  4. What has taken place in the group/outing since then:
  5. 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 care may be involved if it seems likely that there is a safeguarding issue to address.
  - The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority safety officer may want to investigate and will decide if there is a case for prosecution.
  - OFSTED is informed.