



Lost child policy

At Old Church C of E (C) Primary School, the safety and well-being of the children is paramount. Staff at Old Church are responsible for accounting for the children in their group.

All children are accounted for during the day and their attendance is marked in the register at the start of morning and the start of the afternoon during registration. Staff make regular checks throughout the day. All doors and gate are securely closed and the outdoor play areas are fenced securely. No child is allowed to leave school at the end of the day without the staff seeing their parents/ carers/ identified person first. The only exception is if a parent gives an older child permission to walk home on their own.

If a child is missing the following action should be taken;

- Staff alerts their line manager, the Headteacher and the Deputy who calmly check both inside and outside the building.
- If there is no sign of the child contact the parent to check if the child has gone home and inform parents of the situation
- If not the police are contacted immediately
- Trace the child's last movements
- Continue searching the local area and keep in contact with the school via mobile phone
- Staff wait for the police to arrive and follow their instructions. Staff would be allocated to continue searching whilst awaiting the police.

After the event, all staff involved will record the incident in writing and the Headteacher will lead an internal investigation.

If police have to be called the LA would be contacted by the Headteacher and a written report sent by the Headteacher informing them of the incident. The Headteacher would then take their advice on the next steps e.g. a report to OFSTED.

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times.



If a child went missing then the person in charge would be immediately informed. A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.

If the child cannot be found after the appropriate search time then the Police and parents would be informed. The search would continue with the member of staff keeping in touch by mobile phone. Once the Police arrived, their instructions would be followed.

The Headteacher will inform the LA and take advice from them e.g. to call Ofsted

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| Policy | Lost Child Policy |
| Head Teacher Signed: | <i>D. Clacy</i> |
| Chair of Governors Signed: | <i>C. Clift</i> |
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