

Collingwood Primary School
Lost Child Policy

This is an extremely rare occurrence but is potentially very dangerous and causes great concern. It is vital to act quickly, particularly in a setting like ours where some children are under threat of abduction.

Aims

To make sure everyone at Collingwood Primary knows what to do in the event that a child gets lost on or off site.
To ensure that all pupils are safe.

Prevention:

- All school gates must remain closed at all times. All adults have a responsibility to ensure this. The caretaker will lock "outside gates" at 9am and will unlock these after 3pm.
- All fences must be maintained in good condition. All staff have a responsibility under Health & Safety to monitor and report any failing in perimeter security to the caretaker, although it is important to note that any fence is a deterrent against intruders not a way of keeping children imprisoned...
- There must always be a minimum of two adults on duty outside during any outside break time. "Red Stars" must be taken out by all adults on duty for emergency use.
- Please advise parent(s) and the police the moment the child is located and safe.

Methods

If it is noticed that a child is missing this is the procedure to follow:

- When it is suspected that a child is missing from their class the Head Teacher must be informed at once.
- The class teacher must call the register immediately to confirm. If the child is still unaccounted for, any other children likely to know something must be questioned.
- All staff within the area/group must be notified and told to keep calm so not to upset the children.
- The remaining children should be safely grouped with adequate staff so that all other staff members can search for the missing child.
- Send "red star" to alert office staff and others to come to the area to search.
- Additional exits must be manned whilst trying to locate the child; This might be using support staff or office staff.

If the child is located:

- Two staff members to check whether he or she is injured.
- A Senior Leadership Team member will call the child's parents to tell them what has happened and to record the incident and the conversation in writing. Parents/carer to sign the record when they collect the child. (kept in the child's personal file)
- The Teacher together with the Deputy Head/Headteacher will do a risk assessment of the incident on the same day.
- All staff will be made aware of the incident, the risk assessment and any changes to practice.

If the child is not located after a first initial search:

- The police are contacted by The Office staff or a member of the Senior Leadership Team. Please provide as full a description as possible. A reasonably recent photo should be available from our computer records.
- To record the incident/timings and the conversation with police in writing. Parents/carer to sign the record when they collect the child. (kept in the child's personal file)

- After this a Senior Leadership Team member will call the child's parents to tell them what has happened and to record the incident and the conversation in writing. Parents/carer to sign the record when they collect the child. (kept in the child's personal file)
- All staff will be informed, as appropriate, and will be asked to keep a look out and be kept informed of what is happening.
- The teacher will ask all staff present at the time of the incident to record what happened in writing and all involved will continue to document the incident. (To be used for the risk assessment)
- The Teacher/relevant staff together with the Deputy Head/ Headteacher will do a risk assessment of the incident on the same day.
- All staff will be made aware of the incident, the risk assessment and any changes to practice, (parents informed in writing, of any changes, if appropriate.)

If this occurs while off site:

- The remaining group may be able to position themselves at the exits to watch for the missing child.
- The Visit Leader and at least one other adult will have their mobile phones with them and search the area, staying in contact the rest of the group.
- The Visit Leader will alert the staff from the place they are visiting that a child is lost.
- After the initial search The Visit Leader will contact the police.
- After that The Visit Leader will ring the school office to alert parents/carers of the child if they are not already with them.
- The Visit Leader will ask all staff present at the time of the incident to record what happened in writing and all involved will continue to document the incident. (To be used for the risk assessment)
- The Visit Leader together with the Deputy Head/ Headteacher will do a risk assessment of the incident on the same day.
- All staff will be made aware of the incident, the risk assessment and any changes to practice, (parents informed in writing, of any changes, if appropriate.)

If the child is not located:

- It is not the responsibility of the school to search the surrounding locality but colleagues may feel happier if this can be arranged. This would usually be a member of the SLT who will take a mobile phone (give number to office before leaving) and keep in contact with office staff.
- One parent should be asked to stay at home incase the child appears there. Parents should be asked to let school know if the child appears.
- Parent should be asked to contact all possible relatives/friends that the child may walk to.
- Police will advise staff and parents. (In the event of abduction police will phone ahead with passwords so that uniformed police are identified and admitted to the school building)
- Staff to continue to record all conversations with police and parents and any additional information coming to light from other pupils or staff, in writing. Parents/carer to sign the recorded at a later date. (kept in the child's personal file)
- The Headteacher's personal phone number will be given to police so that staff can be informed later that the child was found.