



**St Mark's Elm Tree Primary School**

**Lost Child Policy**

**Reviewed: September 2016**

**Approved by Governors: October 2016**

**St Marks Elm Tree CE VAPrimary School**  
**Lost Child Policy**

**Aims of the School:**

*At St. Mark's, Elm Tree Church of England Voluntary Aided School we:*

- *Build Christian values into the ethos and teaching and enable children to make their own informed choices about their faith;*
- *Strive to develop the full potential of all our pupils;*
- *Give a high priority to the spiritual development of all in the school community;*
- *Place collective worship at the centre of our daily life;*
- *Welcome all children, whatever their parents' beliefs, attaching a high priority to strong links between school, home and parish.*

*Our school is a place where every person has the right to be themselves and to belong and learn in a safe and happy environment. Everyone at our school is equal and treats each other with respect and kindness. We do not tolerate bullying.*

Every effort must be made to ensure the safety of pupils whilst in the care of St Marks Elm Tree Primary School. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

**Responsibilities**

**It is the headteacher's responsibility** to ensure that all relevant parties are aware of this policy, to ensure relevant staff are aware of their responsibilities and to ensure that the policy is reviewed on a timely basis.

**It is the responsibility of the foundation stage leader** to ensure that all staff and other adults working with foundation stage pupils are aware of the details of this policy and act according to the procedures outlined.

**It is the responsibility of all staff and responsible adults working with all pupils** 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 handover of their child at the beginning and end of sessions.

**It is the responsibility of governors** to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

**Procedures aimed at reducing risk of a missing pupil**

- All staff *must* ensure that the gates/doors to any outside area are closed securely when children are playing outside.
- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- Staff mark registers promptly and accurately – mornings and afternoons.

- Updated contact information for parents and carers is sought and maintained, reviewed at least annually.
- Ensure that staff have clear and safe procedures for welcoming and dismissing children through the doors of the foundation stage and school.
- If children leave the unit or school security to work in other parts of the school or community staff will ensure that adequate supervision is maintained at all times and all children are accounted for on return to school. Where pupils are working in areas of school other than their own class they must be adequately supervised at all times and the adults responsible for them must be able to account for their whereabouts at all times.
- Thorough risk assessments and adequate staff/pupil ratios ( no greater than one staff member to 11 pupils) are provided when children leave the school premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.

### **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 school:**

- Member of staff who has noticed the missing child will calmly inform the responsible adult.
- Staff will promptly but calmly round up all children to a pre-arranged area and a designated member of staff, not the leader, will read the group a story.
- The adult responsible will count and name check all the children 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 leader 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 foundation unit or school. If something is discovered this needs to be drawn to the attention of the leader immediately.
- If the child has not been found by the time the register check is completed the leader will notify the headteacher or next most senior member of staff.
- The responsible adult or person designated by them will begin a search of the area immediately outside the premises.
- The safety and care of other pupils is paramount so the security of other children and the number of staff remaining to supervise the other children must be adequately maintained while the search continues.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The headteacher or next most senior member of staff on site will decide at which point the police need to be

contacted. When contacting parents or 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 school premises:**

- Visit leader must ensure safety of remaining children. At least 2 staff must stay with them.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.
- If the child is not found within 5 minutes, visit leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Signed V Hall, Head Teacher

Chair of Governing Body: Don Allday