



# Evelyn Street Primary School

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Policy Title	Lost Child Policy
School/WBC (Adopted date)	School
This policy complies with Warrington LA guidance	Yes
Linked Policies:	
Written By	School
Staff Approval Date	September 19
FGB Ratification Date	December 2019
Signed by Chair of Governors	Mr N. Spencer
Review Date	September 2022

# Lost Child Policy

## Mission Statement

“To enjoy, to believe, to be amazed”

## Rationale

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

## Purpose

To;

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

## Broad Guidelines

1. It is the Head Teachers responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.
2. It is the responsibility of all staff to read the policy and act at all times according to its guidance.
3. It is the responsibility of all parents to ensure they provide a minimum of 2 contacts and know the procedures for handover of their child at the beginning and end of sessions. A password system is in place for the collection of children in EYFS and KS1.
4. It is the responsibility of governors to ensure they are aware of the schools procedures and to challenge/support the school in its review of this policy.
5. Start of the day
  - 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.
  - Clear procedures for welcoming pupils into the breakfast club and school. Staff meeting and greeting on the door. Doors open at 8.50 am and close at 9am. Pupils use the designated entrance for their year group.
  - Gates are locked at 9 am with the exception of the main entrance gates.
6. During lesson time
  - Staff mark registers promptly and accurately – mornings and afternoons.
  - Blinds in the classrooms are fully drawn up to ensure clear sight of pupils at all times when they are working outside.
  - All staff must ensure that the external gates to any outside area are locked when pupils are playing outside.
  - If pupils leave the classroom security to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
  - Pupils move around the school in **pairs** and never in isolation.
  - Updated contact information for parents and carers is sought and maintained.
  - External class doors leading onto the playground are locked at playtime and dinnertime or when staff are out of the classroom.

#### 7. Playtime

- Pupils escorted to the playground by staff.
- Staff on playground before pupils come onto the playground.
- External gates locked.
- Staff patrol the playground.
- Exit/entry doors are closed behind the last member of staff as they come off the playground.

#### 8. Dinner Time

- As above.
- Member of staff on dinner duty.
- SLT available at dinner time.

#### 9. Home time.

- Gates opened 15 minutes before home time to allow access for parents.
- Pupils leave by 6 exits plus nursery.
- Pupils in Foundation Stage are collected by their parent with member of staff on the exit door.
- Pupils have sight of parent before they leave through the door.
- Pupils inform staff if they can see a parent so staff aware they are leaving.
- Staff take pupils to the door and ensure that all pupils are collected by the appropriate adult.
- After 10 minutes pupils who are left go to main entrance to wait.

10. Wrap-a-round care. Clear procedures for welcoming pupils into afterschool wrap around care. The class teacher hands over the children to the school's private provider at the end of the school day, who then admits them to the club and takes a register of attendance.

11. After school clubs. Clear procedures are in place to welcome pupils into the afterschool club. The class teacher hands over pupils to the club leader who then completes an attendance register. At the end of the session pupils are released to parents by the club leader. If children are allowed to walk home on their own a letter of authority must be signed by parents giving permission.

#### 12. Visits

- Thorough risk assessments and adequate staff/pupil ratios – (refer to appropriate ratios for individual year groups) are provided when pupils leave the school premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school.

13. 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:

- The person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and garden.
- The remaining children will be gathered into class groups e.g. for a story, while the remaining staff search for the missing child. The register is checked to make sure no other child is unaccounted for.
- The children will sensitively be asked if 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. CCTV is checked.
- The person in charge speaks to staff to establish what happened.
- If the child is not found the parent/carer is contacted (alarming them as little as possible) and the missing child is reported to the police. If the child lives within walking distance of the group, one adult should travel by car to the likely destination and retrace the route on foot in order to catch up with the child if possible.

14. If a child goes missing from an outing the school staff ensure 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 head count to ensure no other child is unaccounted for. One member of staff searches the immediate vicinity but does not search beyond that. Staff immediately activate lost child risk assessment.
- The person in charge is informed and will then act as the point of contact for the police as well as support staff, and the school (Critical Incidents Policy).
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- Staff take the rest of the children to a safe place to wait or back to school as appropriate.
- The school contacts the child's parent/carer (alarming them as little as possible).

15. When the child is found the 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 or distressed and may now be in need of comfort.

16. 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.

17. After the incident

- The class teacher will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
- If appropriate, a short meeting will be held at the end of the session/start of the following session or a note sent home with the children to give parents brief, accurate information about the incident, as soon as possible.
- 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 Head Teacher.

18. The Investigation

- The critical incident procedure will be followed and relevant agencies notified as appropriate ie. CEO/Chairs of Governors/LA/Ofsted.
- The Principal carries out a full investigation taking statements from all the staff present at the time, or those who were on the outing.
- The key person/staff write an incident report detailing:
  - The date and time of the report;
  - What staff/children were in the group/outing;
  - When the child was last seen in the group/outing;
  - What has taken place in the group/outing since then; and
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the incident happened and used to inform future risk assessments.