



Eccleston C.E. Primary School

*Let Our Light Shine*

## Lost Child Procedure

Curriculum Committee

Reviewed: Summer 2019

Approved by Curriculum Committee: Summer 2019

Approved by Full Governing Board: Summer 2019

Signed by Chair of Governors:

Review Date: Summer 2022

## ECCLESTON C.E. PRIMARY SCHOOL

### Lost Child Procedure

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

Visits / residential visits are recorded stating:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children
- any medical needs of the children
- time of return

A list of parental contacts is available at school. If a teacher needs to take hard copies of these details on the trip, initials only will be used.

Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

#### **Missing child**

If a child goes missing from the school:

- A member of staff will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Headteacher or senior teacher talks to staff to establish what happened
- If the child is not found the parent is contacted and the missing child is reported to the police.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures:

- As soon as it is noticed that a child is missing, staff on the visit / residential ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.

- One staff searches the immediate vicinity but does not search beyond that.
- The Headteacher is informed, if they are not on the outing and makes his/her 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 school.
- The Headteacher contacts the child's parent who makes their way to the school or venue as agreed with the Headteacher.
- The staff contact the police using a 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.
- If a child has voluntarily left the premises without permission, the Headteacher or Deputy Headteacher should immediately be informed. A member of staff will follow the child at a non threatening distance, ensuring they have a mobile phone with them. They will attempt a dialogue with the child and assess the situation. A decision will then be undertaken as to whether or not to contact the police.

### **The investigation**

- The Headteacher carries out a full investigation taking written statements from all staff present at the time, or who were on a visit.
- The key person/ staff member writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were present;
  - when the child was last seen;
  - what has taken place since then;
  - 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 will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.

- Social Services may be involved if it seems likely that there is a child protection issue to address.
- The Local Authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- The school will take advice as to whether or not Ofsted need to be informed of the incident