

# **AVENUE PRIMARY SCHOOL**



## **LOST CHILD POLICY**

**SUMMER 2015**



# **Lost Child Policy**

## **Mission Statement**

**‘Expect the Best ...To be the Best’**

### **School Aims:**

- To ensure that all pupils whatever their race, gender, age or ability feel valued and supported to achieve their best
- To promote positive learning attitudes and behaviour and create safe and effective learning environments where all children and staff show mutual respect for one another
- To provide effective and strategic leadership at all levels
- To deliver high standards of teaching that enable children to make progress and reach high standards of attainment.

**Introduction:**

Every effort is made to ensure the safety of ALL children whilst they are in the care of staff at Avenue Primary School.

This policy sets out the school's procedures for maintaining safety and dealing with the unlikely event of a child going missing whilst in the care of the school.

**Aims of Policy:**

- To outline the procedure to locate any missing child quickly
- To ensure that all children are kept safely on the school premises during school hours
- To ensure that children who leave school during the school day only do so with the permission of one of the Senior Leadership Team and that they are accompanied by an authorised adult.
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

**RESPONSIBILITIES:**

- It is the Head teacher's responsibility to ensure that all staff are aware of this policy, their responsibilities and the procedures to follow if required.
- It is the responsibility of all staff 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 the hand over of their child at the beginning and end of school 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****Start of the Day:**

- The Site supervisors and members of the Senior Leadership Team are available at the two main entrances to welcome pupils and their carers into the school playgrounds.
- A school bell is rung at 8:50am to indicate it is almost time for the school day to start.
- All class teachers stand outside their classroom doors from 8.55am and greet their pupils.
- At 8:55am classroom doors are opened which indicates to both parents and children that it is time for the children to enter the classroom. The school bell is rung again at 9am.
- Once children enter the classroom; responsibility for the care of the child passes from parents/carers to staff within the school.

- All pupils are expected to enter their classrooms via playground entrances. Foundation Stage and KS1 pupils are expected to be escorted to their classroom entrance by parents/ carers.
- Entry to the school and classrooms via the office should only take place after 9.05am, once the playground gates and entrances are locked.
- The site supervisors and members of the Senior Leadership team enter the school building after 9.00am when the start of the school day has begun.
- Staff take registers – mornings (by 9.10) and afternoons (1pm for EYFS/KS1/LKS2; 1:45pm for UKS2) and submit these promptly via the SIMs system.
- Pupils arriving to school late are admitted into school via the main office. Pupils' names are recorded as having arrived late via the computerised entry system. Late children are given a yellow slip to take to their class teacher so they are aware that they have been marked in by the school office.

### **Outside Time/Lunch/Playtime**

- When children are outside they are protected by fencing and padlocked gates and are supervised by adults on duty.
- If pupils leave the classroom security to work in other parts of the school, staff ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- External class doors, leading onto the playgrounds, are locked to external visitors before and after playtime and dinner time.

### **Hometime:**

#### **Foundation Stage and Key Stage 1:**

- Pupils leave their classrooms via the external doors leading out into the playground. Pupils are permitted to leave by a member of staff only once they have sight of a parent / carer responsible for the collection of their child.
- Staff members will not allow a child in their class to leave the classroom if they do not recognise the collecting adult or have not been provided with prior notification that another adult will be collecting the child.
- Children not collected by a responsible and known adult after 10 minutes are brought to the main office area / late room and left in their care of the on duty LSA dealing with lates. These lates are then recorded in the late book. If any late children are still in school by 3:45pm then a parent / carers are contacted.

#### **Key Stage 2:**

The school recognises that when in Key Stage 2 parents may wish for their child to walk home alone or meet them at a mutually convenient meeting point. If this is the case parents/ carers are required to sign a consent slip – allowing permission for their child to leave the classroom. A signed permission slip must be received for staff to allow a child to leave the classroom alone.

- An up to date list is available in every classroom detailing the names of children who are permitted to leave the classroom alone and those who are to be collected by a responsible adult. This is also saved on the school system.
- Children of school age are not permitted to collect younger siblings unless this has been requested by parents and the school has written consent to allow this.

- This is reviewed each year and maintained with up to date contacts when parents make any changes. All changes are requested in writing.

### **School Visits:**

- Risk assessments detailing visit procedures and control measures are made prior to all visits / trips made outside of school.
- Adequate staff / pupil ratios, (one adult per four children in EYFS; one adult per six children in Key Stage 1 and one staff member to 8 pupils in Key Stage 2) are provided when pupils leave the school premises.
- Communication contact and a list of pupils/groups being taken on visits out of school are left in school with the Officer Manager.
- Mobile phones are taken on every visit and mobile contact numbers are left at school.
- The group leader is responsible for ensuring the school are made aware of when the school party arrive at the visit destination, when they leave for the return journey back to school and of any delays in this journey.

### **PROCEDURES IN THE EVENT OF A CHILD GOING MISSING**

In the event of a member of staff becoming aware that a child has gone missing while **at school:**

- The member of staff who has noticed the missing child will inform the Headteacher or nearest member of the Senior Leadership Team of their belief immediately **and inform them of when the child was last seen and where the child was last seen.**
- The member of staff will call the school office or send another adult in the class to the office for help if they are unable to leave their classroom.
- The Senior Leadership member of staff will, with other available staff, conduct a thorough search of the school premises and immediately notify other staff if the child is found.
- A thorough check of all exits will be made to make sure all gates/doors are locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the Senior Leadership member of staff immediately.
- If the child has not been found after 10 minutes, from the initial report of them being reported as missing, then parents should be notified. The Head teacher or in their absence the next most senior member of staff will decide if it is appropriate to contact the police.

In the event of a member of staff fearing or becoming aware that a child has gone missing whilst **on a school visit:**

- The group leader will be informed immediately.
- The group leader will ensure safety of remaining pupils by requesting that staff promptly round up all pupils to a pre-arranged area and ensure that the group are occupied.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- Members of staff, who are not supervising children, will begin a search of the area immediately.

- If the child has not been found by the time the register check is completed the group leader will notify the Head teacher and inform the police by calling 999.
- The Headteacher will contact parents and inform them that the police have been contacted.
- When contacting parents or carers the Headteacher / Senior Leadership member of staff will ask them to bring with them a recent photograph of their child.
- Whilst waiting for the police to arrive; a designated staff member will 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 will be noted and disclosed to police or other agencies.
- The Local Authority will be notified by the Headteacher that a child from the school is missing.
- The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

**Review, monitoring and evaluation:**

A missing child should be an extremely rare happening. This policy will be reviewed as required by circumstances beyond the control of the school or due to the introduction of statutory legislation. The Governing body will review the effectiveness of the policy as needed.

**Date Reviewed: April 2015**