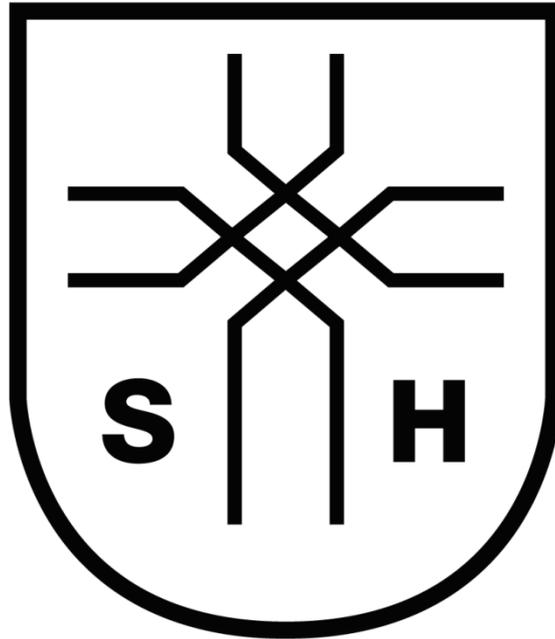


# Sacred Heart Catholic Primary School



## Guidance for Lost Child

Date approved	October 2017
Date of next review	October 2019

### **Equality Act Statement:**

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy



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 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.
- 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 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.
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### **Procedures aimed at reducing risk of a missing pupil**

#### **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.
- Children with before school clubs or activities are the schools' responsibility from the time of arrival and will be signed in on entry by an adult.
- The school gate opens at 8.45 and a senior member of staff will welcome the children and parents.
- The teachers will be on the playground from 8.45. Children and parents gather on the playground only; i.e. not on the playing field.
- At 8.50 the children enter the classroom with the teacher.
- At 8.55 the bell will signal the classroom doors closing and the register being taken.
- At 9.00 the school gate and external doors will be locked.
- Any child arriving after 9.00 to report to the front office.

#### **Home time:**

- Gates opened at 3pm to allow access for parents.
- Pupils in Foundation Stage and Key Stage 1 are seen to a parent or appropriate adult by the member of staff.
- Pupils in Key Stage 2 are dismissed at the cloakroom entrance. If an appropriate adult is not waiting on the playground, pupils return to their class teacher at the cloakroom entrance, unless there is written parental permission for the child to leave the school premises unaccompanied.
- After 10 minutes pupils who remain are accompanied by a member of staff to the main entrance to wait
- Parents of pupils in Key Stage 2 are strongly advised to collect their child but they may request that their child leaves the school premises unaccompanied. If they make this request, it must be in writing and the parents must take full responsibility for the child once he/she goes out of the school gates.
- An up-to-date list will be displayed in the staffroom and in classes of any child whose parents have written the request letter.

**Visits:**

- Thorough risk assessments and adequate staff/pupil ratios 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.
- The schools MIS system will be available to staff at all times through the use of mobile phones, allowing staff to have contact number on them at all times.

**After school clubs:**

- Thorough risk assessment in place. Adult responsible for the club will see child out of the main entrance to appropriate adult, unless key stage 2 parents have requested that they go home unaccompanied.

**Procedures in the event of a child going missing:**

- Staff will count and name-check all the pupils present against the register while the group are assembled in one place.
- All other available staff will conduct a thorough search of the premises
- If the child has not been found by the time the register check is completed the Headteacher or next most senior member of staff will be informed.
- 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
- 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 pupils. 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.