

Safeguarding Children in Education

Lost Child Policy Framework

Policy adopted by Rivacre Valley Primary School – March 2013

AIM

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

In the event that a child goes missing from school or from a school trip/residential, we shall follow the procedures outlined below.

In preparation for any off site visit or residential, we shall ensure that the following steps have been completed.

MISSING CHILD PROCEDURE – FROM SCHOOL SITE

A member of senior staff to be notified as soon as possible

A member of staff will carry out a thorough search of the buildings and grounds

The whereabouts of all other children will be confirmed using the register

All doors and gates to be checked to identify if there had been a breach of security whereby a child could leave the site

The notified senior member of staff to speak to staff to establish what has happened and gather all relevant information, including speaking to children as appropriate

If the child is not located on site, the parents/carers should be contacted by the senior member of staff, to inform them of what has happened and establish that the child is not at home. The missing child should then be reported to the police.

MISSING CHILD PROCEDURE – FROM OFF SITE VISIT OR RESIDENTIAL

The whereabouts of all children to be confirmed using the register or a headcount. Children asked to stand with their designated adult.

A member of staff to search the immediate area but no further.

The Headteacher or other senior staff member to be informed. The Senior member of staff to contact the child's parents and confirm that the child has not returned home or been collected. Parents to make their way to the venue or school as appropriate.

The missing child to be reported to the police.

The senior staff member to make their way to the venue to aid the search and act as liaison for the police/parents and staff.

All remaining children to be taken back to school with staff

Where a child is missing from an indoor venue, staff are to contact the venue management and security who will conduct the search alongside the school staff.

INVESTIGATION

Who will complete the investigation?

A Member of senior staff will conduct the investigation

What timescales are associated with any investigation?

Information will be gathered promptly- ideally throughout the rest of that day and the following day, if necessary. Information will be provided to all stakeholders as soon as a conclusion has been reached whilst being aware of the need to minimise anxiety throughout the investigation process

How will it be recorded and reported? To whom?

All information will be recorded on the “Concerns and Incident – Staff” booklet maintained in the HT office. A member of senior staff will complete the record keeping

What about any circumstances where action needs to be taken?

Where action needs to be taken the HT / Senior member of staff will begin the process – notifying the Chair of Governors as necessary

Other agencies will be involved, where relevant, for a swift conclusion to the incident

MINIMISING RISK - PREPARATION

Out of school visits:

A record will be kept in school of: venue, date, time, mode of transport, names of staff assigned to children (key groups), medical needs of children, programme for day and expected time of return

Contact details for children’s parents will be taken on the outing and kept by the most senior member of staff on the visit?

A basic first aid kit and individual children’s medication to be taken on all visits

A mobile phone will always be taken on a visit

Records of the vehicles being used and details of insurance cover to be kept in school..

REVIEW SCHEDULE

The Personal Development, Behaviour and Safety Team will monitor and review this policy annually

The HT will insure that this policy is implemented and all new staff / trainees are aware of it and understand their role within it.