

# South Otterington Church of England V.C. Primary School



## Lost Child Policy

Revision  
Autumn 2014

## South Otterington Church of England Primary School

### Lost Child Policy

#### Statement of Intent:

In the event of a child becoming lost, whilst in the care of South Otterington School, the Headteacher/staff will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

#### Aim:

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the school while procedures are followed

#### Procedures:

If a child goes missing from the school:

- The person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and gardens.
- The remaining children will be gathered into one large group e.g. for a story, while the remaining staff search for the missing child. The register is checked to make sure no other child has also gone astray. The children will be sensitively asked whether 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 where a child could wander out.
- The person in charge talks to staff to establish what happened.
- If the child is not found the parent or 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 make the journey on foot in order to catch up with the child if possible.

If a child goes missing from an outing, where parents are not attending and responsible for their own child, the school ensures 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 headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- The person in charge is informed if he/she is 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 the classroom or main meeting area.
- The person in charge of the school visit contacts the child's parent or carer (alarming them as little as possible) who makes their way to the venue as agreed with the person in charge.
- The staff contact the police using the school 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.
- The person in charge contacts the Headteacher, who makes their way to the venue as soon as possible.

#### **When the child is found:**

- Two 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 and distressed and may now be in need of comfort.
- 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.

#### **After the Incident:**

- The Headteacher 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, for reassurance.

- Liability should not be discussed until the incident has been fully investigated by the Governing Body and Social Services.
- Staff and parents should be asked to refer any enquiries they have, or any enquiries from the media about the incident, to the Chair of the Governing Body.

### **The Investigation:**

- Governing Body carries out a full investigation taking written statements from all the staff present at the time, or by 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
  - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If this incident warrants a police investigation all staff co-operate fully. In this case the police will handle all aspects of the investigation, including interviewing staff. Social Care may be involved if it seems likely that there is a safeguarding children issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.