



Lost Child and Non-Collection Policy

Reviewed September 2015

Updated September 2016

Aim:

The safety and welfare of the pupils at Townville Infants' School is paramount, whether on or off the school premises. It is the responsibility of the school to take all steps necessary to prevent any such occurrence and to have adequate procedures in place should the situation arise.

Responsibilities:

It is the responsibility of the Headteacher to ensure all relevant staff have access to and are aware of their responsibilities, what is expected of them and the procedures to be followed.

It is the responsibility of all staff to read the policy and to be alert to the safety and welfare of the pupils in their care. They should be prepared to act on the policy's guidance at any time.

It is the responsibility of the parents to keep the school informed of all up to date emergency contact numbers to alert the school to any problems that the pupil may be having that might affect their behaviour.

It is the responsibility of the Governors to ensure they are aware of the schools procedures and to challenge/support the school the school in its review of this policy.

There are a limited number of situations where a child may go missing:

- Where a child disappears within the school premises
- Where a child escapes from the premises or playground
- Where a child is taken from the school premises by an unapproved adult
- Where a child goes missing off site on an educational visit

Systems in place to minimise the risk of a child going missing from school:

- Parents must complete an Admissions Form on initial entry to the school naming those adults responsible for collecting their children from the school premises at the end of the day. The class teacher or the school office must be informed of any changes to these arrangements
- Parents should adequately supervise their children at school arrival and departure time and the school makes them fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa
- Appropriate steps are taken to ensure the premises and surrounding site is secure
- Gates and doors are kept closed and where appropriate secured
- Children are made aware of the school boundaries and where they can and cannot go
- The automatic barrier is closed between 08.30-15.30 .There is a video link from the automatic gates to main reception; anyone wanting access to the school when the gates are closed can only do so either by using a key fob or via the intercom to the school's main reception
- The main school doors are open from 08.50 – 09.00 and 15.00 – 15.15. Anyone wanting to gain entry when the door is locked can only do so with an electronic fob or via the buzzer/intercom to main reception. Any adult visitors to the school are registered at main reception and given a pass

- Appropriate systems and rotas are drawn up to ensure the correct levels of supervision are in place at all times in accordance with government guidelines
- Registers are taken at the beginning of the morning and afternoon sessions and are checked twice daily by the administration staff. If a child is absent and no notification has been given to the school as to why, a member of the administration staff will phone the parents. Children who arrive late or leave early must sign in and out at the school office.
- If pupils leave the classroom security to work in other parts of the school, staff ensure that adequate supervision is maintained and that all pupils are accounted for on return to the classroom
- At the end of the day, children are handed over to the approved adult
- Any child uncollected at the arranged time is to remain with the adult supervising them and all attempts are to be made to contact the parents. The Townville Infants School's Uncollected Child Policy is to be followed in this situation

In The Event Of a Child Going Missing From School

Procedures to be followed by staff if a child goes missing from school

1	Inform Headteacher or Deputy Headteacher (in Headteachers absence) who will control and organise a thorough search of the whole school using all available administration and teaching staff.
2	The school office staff will check the register and the signing in and out book. A note will be made of any adult visitors to the school.
3	Ascertain last sighting of child without alarming other pupils.
4	Organise a systematic search to see if the child can be located in school or within the school grounds. Thoroughly and quickly search other areas: Perimeter and gates. Any lapses in security must be reported to the Headteacher immediately. Search areas should include: classrooms, under tables, behind furniture. toilets, cloakrooms and cupboards. Search outside in playhouses, play areas, unlocked sheds, playground, playing fields and car park.
5	Organise a head count to see if any other child is missing.
6	If child not located CALL POLICE. Have all personal details available; date of birth, address, parents details etc. If available have a photograph of the missing child for the police and inform them of any special medical or learning needs. Provide a description of what they were wearing.
7	Inform parents/carers, alarming them as little as possible.
8	Parents/carers to be asked if there is a likely place that their child might go in this situation.
9	Request that an adult remains at home in case the child makes his/her way home.

After the Event

An accurate record must be made of the event and entered into a log book giving details of:

- Date, time and location of the disappearance
- Who was responsible for the child at the time?
- What was the child wearing?
- Circumstances surrounding the disappearance
- What time was the search commenced?
- Who was involved in the search?
- How long did the search last? What time were the police called?
- What time were the parents called?
- Outcome

A missing child will cause great distress and anxiety to the whole school community, including staff. Parents may be angry and concerned about the safety of their own children. This must be handled carefully and sympathetically. Parents concerns must be listened to and reassurances given that any lapses in security will be dealt with immediately.

- Any media enquiries must be directed to the Headteacher or the Deputy Headteacher (in the Headteachers)absence
- The Chair of The Governors would be informed
- The Head, as the Child Protection Officer, would inform the Local Authority
- The school would cooperate fully with any police investigation and any safeguarding investigation by Social Care
- The insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

Actions to be followed by staff once the child is found

- Comfort the child if necessary and find out the circumstances of the incident
- Reassure the other children and stress the importance of staying with the class or group.
- The Head will discuss the incident with the parents reassuring them that a full investigation will be carried out involving Social Services/Local Children Safeguarding Board if necessary. They will be kept informed of the outcome and any action taken
- A detailed written report from all those involved will be required

In The Event Of a Child Going Missing Off Site

Steps to be taken to maintain the safety of pupils off-site

- Teachers must be familiar with and follow the guidelines set out in the Townville Infants' School Educational Visits policy.
- The Group Leader must be familiar with the Lost Child Policy
- Thorough risk assessments must be carried out prior to the Headteachers approval. It is highly recommended that a site visit be carried out prior to the completion of the risk assessments
- Adequate staffing levels are to be arranged following the risk assessments, in accordance with government guidelines
- A list of all pupils and any medical information must be carried by the Group Leader
- A register of the pupils present must be taken prior to departure
- Regular headcounts to be performed throughout the day and prior to the return journey
- A fully charged and working mobile phone must accompany the Group Leader

Procedures to be followed by staff if a child goes missing off-site

1	An immediate headcount must be performed to ensure that no other child is missing
2	Make enquiries as to the last sighting of the missing child, without worrying the remaining children.
3	With the help of the venue Manager carry out an immediate search of the vicinity, leaving the remaining children with adequate supervision
4	Ask venue staff to study any CCTV footage
5	Inform the Head (CPO) by phone
6	Contact the Police
7	Arrange for the remaining children to be taken back to school
8	Ask the Head to phone the child's parents and explain what has happened and what steps have been set in motion
9	The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
10	Inform the Governors
11	Inform the Insurers
12	A report will be made under RIDDOR if the child has been injured

After the event

A full and accurate report must be completed. The school's SLT will review all details and take immediate actions to prevent the situation from happening again. All parents and staff must be kept informed and reassurances given that appropriate steps have been taken and procedures adjusted as necessary. All media enquiries must be directed to the Headteacher.

The incident report must include:

- Date, time and venue
- Children and staff involved
- Levels of supervision
- Time child was noted to be missing
- What the child was wearing
- Who was involved in the search
- How long the search lasted
- What time the Police were called
- What time the parents were called
- Outcome and steps taken

Systems in place to minimise the difficulties caused when a child is not collected from school

All emergency contact details for the parents are stored in the school information system. This includes:

- Home address and contact number for parents or guardians
- Mobile numbers of both parents or guardians
- Work numbers of both parents or guardians
- Mobile numbers of child carers authorised by the parents to collect
- Home and mobile numbers of other adults authorised by the parents to be contacted in an emergency e.g. relatives friends or neighbours
- Information on any person who does not have legal access for the child
- Staff are made aware that a hard copy of all pupil emergency contact details is also held in the school office
- Parents are to inform the school of daily changes to their pick up arrangements

Procedures to be followed by staff when a child is not collected on time

1	The child must remain in the care of a member of staff that they are familiar with
2	The school office will be asked if there have been any changes noted concerning pick up arrangements
3	Reassure the child and ask them if they know whether the pick-up arrangements had changed without alerting them to your concern.
4	If the parents/guardians have not arrived within 15 minutes, an attempt must be made to contact them on the available emergency contact numbers listed
5	If all available emergency numbers remain unanswered, leave a message asking them to contact the school as soon as possible
6	If the child has to wait for a long time give them something to eat and drink
7	The Head will contact the Social Care Duty Officer once the school is closing

A full written report of the incident is recorded in the child's file. The Headteacher will arrange an appointment to see the parents/guardians if it is not an isolated incident.