



## Lost child policy 2023

**At Palfrey Infant School the safety and well-being of all children is paramount. Staff at Palfrey Infant School are responsible for accounting for the children in their class or group.**

All children are accounted for during the day and their arrival and departure is marked in the register, staff make regular heads counts. All doors and gates are securely closed and the outdoor play areas are fenced securely. Members of staff stand on gates and doors at arrival times and on doors at departure times.

**Missing during school day** (including children who leave school site without permission)

If a child is missing the following action should be taken staff alert the manager, the Headteacher and the Deputy who calmly check both inside and outside the building.

- If there is no sign of the child the police 999 are contacted immediately
- Inform parents of the situation
- Trace the child's last movements
- Continue searching the local area and keep in contact with the school via mobile phone
- Staff wait for the police to arrive and follow their instructions. Staff would be allocated to continue searching whilst awaiting the police.

After the event, all staff involved will record the incident in writing and the Headteacher will lead an internal investigation. (CPOMS)

Ofsted would be contacted by the Headteacher and a written report sent by the headteacher informing them of the incident.

**Missing after supervision passed to parent:** On occasion pupils become separated from parents. Our role is to support the parent and ensure the pupils safety.

If a child is missing the following action should be taken

- staff alert the manager, the Headteacher and the Deputy who calmly check both inside and outside the building.
- Support parents ensuring they phone home or key contacts



- Trace the child's last movements
- If there is no sign of the child the police 999 are contacted immediately
- Continue searching the local area and keep in contact with the school via mobile phone
- Staff wait for the police to arrive and follow their instructions. Staff would be allocated to continue searching whilst awaiting the police.

After the event, all staff involved will record the incident in writing and the Headteacher will lead an internal investigation. (CPOMS)

### **Missing whilst on Educational Visits**

When taking the children on outings, a risk assessment is carried out prior to the outing and regular head counts are made throughout the time. Children are allocated to certain members of staff with higher than normal ratios, to ensure the children are safe at all times.

If a child went missing then the person in charge would be immediately informed. A member of staff would make an immediate search of the surrounding area, ensuring that the other children were sufficiently supervised and safe.

If the child cannot be found after the appropriate search time then the Police and parents would be informed. The search would continue with the member of staff keeping in touch by mobile phone. Once the Police arrived, their instructions would be followed.

The Headteacher will inform Ofsted

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