

STOCKPORT GRAMMAR JUNIOR SCHOOL LOST OR MISSING CHILD PROCEDURE



This policy applies to all pupils at Stockport Grammar Junior School including those in our EYFS settings.

Children should never be allowed to leave the premises during school time without the Head's permission. However, it is possible that a child may leave the premises without the knowledge or permission of the Head. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child.

In the event of a child becoming lost while in the care of SGJS, the School will put into practice the following procedures. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

Lost child on outings procedure

We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by a member of staff, parent or carer.

- Whenever practicable, children are required to wear School uniform on outings so that they are easily identifiable.
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack.
- If coach travel is part of the outing, a head count will take place and will be double-checked on the coach prior to leaving.
- As soon as it is noticed that a child is missing, staff on the outing will 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 will search the immediate vicinity. If necessary, the teachers will ask all adults and children to return to a meeting point, and will dispatch staff to search for adults and parents.
- Adults will be asked when they last saw the child and what clothes he/she was wearing. Adults may be asked to look for the child, with a member of staff remaining at the meeting point so that if the child is found, this can be reported to the party leader.
- In the event that a child cannot be located, the Head must be informed.
- In an indoor venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- If necessary, where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful, to bring the child back. If the parents are not on the outing, the school will telephone the parents and advise them of the situation.
- Police will be informed as appropriate.
- Staff will bring remaining children back to school.

The investigation

All staff running a trip are required to provide an evaluation following the trip. In the case of a missing child, the member of staff in charge will write an incident report to include:

- the date and time of the report;
- which staff/ children were in the group or outing;
- when the child was last seen in the group/ outing and the time it is estimated that the child went missing;
- what took place in the group/outing since that time.

Child missing or lost from school

- The member of staff will inform the school office and, where possible, Nursery staff will also inform the Nursery Manager, Reception staff will inform the FS co-ordinator, Infant staff will inform the Assistant Head (Infants) and Junior staff will inform the Deputy Head. The school office will ensure that a member of SMT has been alerted.
- The office will check the register to confirm the child came in to school and check with the Gatehouse for any record of the child leaving.
- A member of staff will make an initial search for the child. The search will start with the grounds around the School. This will be done as quickly as possible.
- While the initial search is made, the teacher will make enquiries of all adults and the child's friends at SGJS to establish the last sighting and time and the emotional state of the child (happy, upset etc.).
- If the child remains missing, a member of the Senior Management Team will then telephone the police and report the situation and follow their advice.
- A member of the Senior Management Team will also telephone the parent(s) or carer(s) and report the situation. They will ask a parent/carer to come to SGJS, by using the normal route that the child would take, by walking if appropriate.
- When the parent arrives at SGJS if the child is still lost, we will ask the parent to return home, if there is no-one at home, and wait, in case the child has managed to make their way home.
- Telephone lines should remain as free as possible.
- SGJS activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

In all cases, the Deputy Head will carry out a full investigation.

- After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.
- A full review of security procedures will be carried out, guidance and procedures will be developed and implemented as required.

In the event that a child goes missing from the EYFS setting:

- The person in charge will carry out a thorough search of the building and site.
- The register is checked to make sure no other child has gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Nursery manager/Reception teacher inform the Headmaster.
- Headmaster talks to staff and establishes what has happened.
- Critical Incident Policy and Procedures are followed.
- If child is not found, parents are informed and the missing child is reported to the police.

September 2015
CH