



St. Ethelbert's Catholic Primary School and Nursery

LOST CHILD POLICY AND PROCEDURES

Our Mission

"I serve Jesus with my body, heart, mind and soul."

Serviam means 'I serve'. Jesus Christ has taught us that it is more blessed to serve than to be served. At St Ethelbert's school, following our Catholic faith, we serve the whole person – mind, heart, body and soul.

Body – because we care for our wellbeing, our parish neighbourhood and our environment.

Heart – because we teach love and respect for all.

Mind – because we believe in excellent education.

Soul – because we learn to pray and become closer to God as his children.

Our Values

Service Forgiveness Truth Faith Dignity Respect Tolerance Humility

Every effort is made to ensure the safety of your child whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing

RESPONSIBILITIES

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of the child at the beginning and end of sessions
- All staff must wear their name badge during working hours
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy

PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

Start of the Day

- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa
- Clear procedures for welcoming pupils into school
- Staff welcome KS2 children into the playground from 8:45am where they go straight to their classrooms for registration between 8:45 and 8:55 and KS1 parents handover their children to staff at appointed locations from 8:45 to 8:55. Nursery children are taken into the infant hall where their parents sign them over to nursery staff from 9am
- The Lillian road playground gate is locked during the school day from 9am until 3:10pm and re-locked again at 3:30pm. Anyone wishing to access the premises once the gates are locked should use the main entrance on Dane Park road, except for nursery dismissal at 12 noon via St Gertrude's main door
- Staff mark registers promptly and accurately – mornings and afternoons. The fire register is updated with the SIMs register during morning and afternoon registration. When there is a changeover of lead teacher, the class will be name checked against the fire register

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing, walls and gates and are supervised by an adult
- If pupils leave the classroom security to work in other parts of the school, staff ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- EYFS pupils move round the school in pairs and never in isolation
- Updated contact information for parents and carers is sought and maintained
- External class doors leading onto the road are locked before and during school hours. Other doors are secured



Hometime

- KS1 Staff dismiss pupils to their recognised adult, A member of staff is on gate duty to ensure security in the playground. KS2 staff dismiss children to the playground where a member of staff is on gate duty to ensure that all pupils are collected by the appropriate adult. After 10 minutes pupils who are left go to main entrance to wait
- Parents inform the teacher in the morning or through the school office, if their child is going home with someone different
- Up to date lists in every classroom, the office and staffrooms detail which pupils have permission to walk home alone. This is reviewed each year and all changes are made in writing by the parents to the school. Pupils submit a permission card to the gate duty staff upon leaving the premises or to their after-school-club leader. Cards are returned to the office immediately after gate duty or after clubs finish.



Visits

- Thorough risk assessments and adequate staff/pupil ratios, no less than one staff member to 8 pupils are provided when KS1 pupils leave the school premises and one staff member to 10 pupils are provided when KS2 pupils leave the school premises. Reception ratios are one staff member to six children and nursery ratios are one to four. Ratios can be increased subject to SEND. Adequate communication contact and a list of pupils/groups to be taken on visits out of school. Mobile phones taken on every visit and mobile contact numbers left at school

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the event of a member of staff fearing that a child has gone missing while at school:

- Member of staff who has noticed the missing child will calmly and discretely inform the nearest member of the SLT
- Depending upon the Key Stage the pupil is missing from, staff from KS1 or KS2 will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story (see appendix 1)
- AT THE SAME TIME SLT will contact the office who will follow the CHILD GONE MISSING OFFICE PROCEDURE (see appendix 2)
- If the child has not been found by the time the register check is completed, the SLT member will notify the Headteacher. Staff will begin searches on other site and outside depending upon the Key Stage
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features

In the event of a member of staff fearing that a child has gone missing while off school premises:

- Visit leader must ensure safety of remaining pupils
- One or more adults should immediately start searching for the child. The visit leader will inform the location staff (e.g. Wingham staff)
- Visit leader should contact school to alert them. School should follow the CHILD GONE MISSING OFFICE PROCEDURE
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents

This policy and procedures will be reviewed annually as a part of Emergency Fire and Evacuation Plan and H+S Policy

Mrs K Lockwood

Signed: Mr J Letts (Headteacher)

Date:.....

Signed : Mrs C Turner (Chair of Governors)

Date:.....

To be reviewed Sept 2018



Appendix 1

PREMISES SEARCH

KS1

Upon finding anything unusual, recalling any valuable information/previous sighting or finding the pupil, the member of staff must inform SLT immediately

- Class usually assemble on class carpet and use fire register to name check pupils
- One staff member read the class a story

AT THE SAME TIME, All external doors should be closed as staff move around the building and begin search

- All other staff search the premises in a co-ordinated way and report to SLT:
 - YN staff search their classroom, hall - including stage, cupboards and behind doors, search outside play area and under the tree
 - YR staff search their playground/check gate security, classroom and toilet area, hall and staff toilet
 - Year 2 staff search their classroom including cupboards and playground and gate security by walking the perimeter and back into the building via the Y1 doors
 - Year 1 staff search their classroom including cupboards, the cloakroom and Y1/2 toilet areas including the disabled toilet
- SLT search upstairs railway carriage, staffroom and offices
- If child is still missing, extend the search using KS2 procedure on premises
- AT THE SAME TIME KS1 staff begin off site search and all with mobile phones available
 - Two staff walk the alley along playground wall to Cecilia road and take opposite directions at the top of the alley each direction along Cecilia road. One will walk left along Cecilia Road to Dumpton Park Road before returning to school via Dane Park Road. One will walk right towards Hereson Road and back toward Dane Park road
 - Two members of staff will walk right along Lilian Road towards Hereson Road and down towards Boundary Road and loop around via the Park and back towards the school
 - Once handed the home address by SLT, two members of staff will walk the most direct route home for the child

KS2

Upon finding anything unusual, recalling any valuable information/previous sighting or finding the pupil, the member of staff must inform SLT immediately

- Class usually assembles in classrooms and uses fire register to name check pupils
- One staff member read the class a story

AT THE SAME TIME, All external doors should be closed as staff move around the building and begin search

- All other staff search the premises in a co-ordinated way and report to SLT:
 - Y3 staff search their classroom, girls and boys toilet areas and the SENCo and FLO office
 - Y4 staff search their classroom, the library and junior hall
 - Year 6 staff search their classroom including toilet area then begin a walk in opposite directions with the nearest available member of staff or SLT around the building perimeter checking all outside playing areas until they meet half way around the building



- Year 5 staff search their classroom the computer suite including mezzanine
- SENCo team search St Nicholas room, dining room checking behind all doors
- SLT search other offices
- If child is still missing, extend the search using KS1 procedure on premises
- AT THE SAME TIME KS2 staff begin off site search and all with mobile phones available
 - Two staff walk in opposite directions along Dane Park Road. One towards Dumpton Park Road, then right towards Cecilia Road and one towards Hereson Road then left along to Cecilia Road and loop around. One towards Hereson Road then right at Boundary Road and back up through the park
 - Once handed the home address by SLT, two members of staff will walk the most direct route home for the child

Appendix 2

CHILD GONE MISSING OFFICE PROCEDURE

- Note the time
- Collate a report from SIMS with child's photograph, name, DOB, SEND needs, address and postcode
- Add the time to the report and send it via text to SLT mobile. Print two copies of this information and keep one copy readily available in the office, deliver one copy to SLT
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- Log in to SIMS using the emergency username and password
- Click on FOCUS-PUPIL-PUPIL DETAIL
- Type the child's name into the search bar (you can just use surname or forename) and press enter.
- Select the correct child and double click on their name. This opens their file.
- Click REPORTS from the links on the right hand side
- Then click FOCUS+ -STUDENT. Scroll through the list of reports until you find Data collect sheet 2015 edition V2 Double click on this.
- This will open up a word document with all the relevant information.
- Send the document via email to the teacher. If there are issues with receiving the information, it may be sent via fax, email of the site/venue or via photo message through tablet to the teacher.