



Ruishton C of E Primary School Lost Child Policy

Date: September 2018
To be Reviewed: September 2019

At Ruishton C of E Primary School we have the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during the sessions, outings and visits.

Even when all precautions are properly observed, emergencies can arise. Therefore members of staff will carry out periodic head counts, throughout the day and especially before and during outdoor activities i.e. walks.

- If a member of staff finds that a child appears to be missing, they will immediately inform other staff members. All children and staff will be gathered together to check all children against the register.
- After ensuring that the remaining children are being suitably supervised, the responsible adult will then begin to check the premises and the surrounding area. All staff will be extra vigilant to any potentially suspicious behaviour or persons around Ruishton C of E Primary School.
- Parents/carers of the missing child will be informed within 10 minutes. If after 15 minutes of thorough searching the child is still missing, the responsible adult will call the police.
- Searches will continue whilst waiting for the police to arrive.
- Staff will remain calm at all times and will not heighten the other children's concerns.
- The Headteacher / member of SLT will be responsible for meeting the police and the missing child's parents/carers.
- After the incident all staff will meet to review relevant policies and procedures and implement any necessary changes.
- All such incidents will be recorded on an incident report form and, where police have been called, Ofsted will be notified as soon as possible.
- Governors will be informed.

Signed: _____
Head teacher / Safeguarding lead

Date: _____