



## Missing or Lost Child Policy

Approved Date 01/03/2018
Approved By School
Review Date March 2020

### **Rationale**

Broadfield Primary School places the safety of children in our care as the highest priority. Broadfield has put into place thorough systems and procedures which are an integral part of staff training and should ensure that children do not go missing or get lost whilst in the care of Broadfield.

Broadfield has written this policy to ensure that best practice and procedures are carried out at the School. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

### **Implementation of Policy**

#### **Missing or Lost Child Procedures**

The following procedures will be followed in the event of a child going missing or getting lost:

1. The Headteacher must be informed immediately of the circumstances surrounding the child's disappearance.
2. The Headteacher will gather members of staff present and inform them of the situation.
3. The Headteacher will organise a thorough search of the premises and grounds. One member of staff must gather the remaining children in one room or area and stay with them to ensure they are supervised throughout.

If the child is found, an Incident Report Sheet must be completed and the Headteacher will speak to staff and children involved in the incident.

***If the child remains missing or lost the following procedures must then be followed:***

4. If the child has still not been located a second search of the premises will be undertaken.
5. If the child has still not been accounted for the Headteacher will contact the police followed by the parents or carers of the missing child.
6. Staff must continue to search for the missing child until told to stop by the Headteacher. It is important that other staff remain calm.
7. The Headteacher must meet the police and parents or carers as soon as they arrive at the School.
8. The police will then lead the investigation and the Headteacher will assist as much as possible and follow any actions as directed by the emergency services.
9. All staff will be de-briefed on the incident and if any action needs to be taken to change School procedures or premises these will be made immediately to prevent further incidents.

## **Lost Child Procedure (Offsite Visits)**

### **Preventative Procedures**

- The School will carry out regular head counts during offsite visits to avoid the risk of a child getting lost or separated from the group.
- Broadfield always ensures that it takes as many adult supervisors as possible to ensure that legal ratio requirements are met and make the group size as manageable as possible.

### **Procedure for Missing Child on Offsite Visit**

- The Headteacher or Visit Leader communicates the situation to all staff and adults present and organise a thorough search of the area ensuring the remaining children are supervised.
- The Headteacher or Visit Leader will inform staff at the venue if appropriate.
- If not attending the visit the Headteacher must be informed of the incident as soon as possible

After 5 minutes if the child is not found the following procedures must be followed;

- The Headteacher will immediately inform the police and await instructions on how to proceed.
- The Headteacher will inform the child’s parent or carers to explain the situation and advise them of the action being taken.

Staff from Broadfield will escort the remaining children back to the School.

One member of School staff will remain at the venue, continue searching for the child and assist with the investigation. They will meet the police and parents when they arrive.

- The trip leader must complete an Incident Report Sheet on their return to Broadfield
- Staff at School will be de-briefed on the circumstances surrounding the incident and if any changes are needed to policies or procedures these will be made immediately and reported to the Safeguarding Lead.

**N.B - In the absence of the Headteacher, the person who is designated in overall charge in their absence, will undertake the responsibilities of the Headteacher.**

#### Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit For This Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Registration / Admissions Data		Legally Required To For Admission To School	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School’s Information Management System	Held On File Throughout Child’s Time At School
Behaviour Records		Well-Being of Your Child	Child Protection records only accessible to Child Protection Designated Lead and Deputy	Paper Version is Shredded	Passed Onto New School When Moving
Child Protection Records		Communication		Managed on CPOMs system	Computer Retains Copy of Records in ‘Archive’
CCTV Incident Reports		Government Legislation	Passed on to Police / external		

			agencies if appropriate		
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As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
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