



St Helens Primary School

Lost Child Policy

Reviewed by: FGB

On: July 2025

Next review due: July 2026

Chair of Governors: Matthew Searle
Signatures:

A handwritten signature in black ink, appearing to be 'Matthew Searle', written over a horizontal line.

ST HELENS PRIMARY SCHOOL

LOST CHILD POLICY

Introduction

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

It is the Head teacher'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 their child at the beginning and end of sessions.

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.
- Parents who allow their children to walk to school independently should inform the school in writing before any decision has been made.
- Children arrive at school before 0840. EYFS children enter the school through the hall and go independently into their classrooms. KS1/2 pupils go straight to their classroom via their cloakrooms.
- The front door and gate will be locked at 0845. All children who arrive late will go to the main entrance and be received by the school administrator.
- A member of staff will always be available to supervise pupils coming into school each day (EYFS and Key stage1) when the doors are opened from 0840.

During lesson time

- Staff mark registers promptly and accurately – mornings and afternoons.
- Staff ensure clear sight of pupils at all times when they are working outside
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside. The exception is the internal gate.
- If pupils leave the classroom to work in other parts of the school, we ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- External class doors have safety bars on them and are alarmed.
- Outside gates which are used as fire exits are left closed but unlocked.

Play time

- Pupils escorted to the external doors by staff
- Staff in playground before pupils come into the playground.

- External gates locked
- Staff patrol zoned areas in playground
- Doors are closed behind the last member of staff as they come in from the playground

Dinner time

As above

Member of staff on dinner duty

School Field

- When children are using the school field , staff will double check all gates are shut
- There will be an appropriate ratio of adults to children on the field
- Staff will have sight of all children when on the field
- The site manager will ensure no holes in fencing as part of his regular safety sweeps.

Home time

- Children are accompanied by an adult who passes them to their parents/carers. The school must be notified in advance if a different adult is collecting a child. Pupils in years 4, 5 and 6 may walk to and from school unsupervised if parents have given written consent.
- After 10 minutes, the parents of pupils who are not collected will be contacted and the children will be supervised outside the main office until parents arrive. (See Non Collection of Pupils policy.)

Visits

- Thorough risk assessments and adequate staff/pupil ratios
- 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 (see policy)

After school clubs

- Thorough risk assessment in place
- Register of pupils with contact numbers in school office.

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 inform the nearest member of staff , who will inform the Head teacher or Senior Teacher if HT not on site.
- Staff will promptly but calmly round up all pupils to the hall and a member of staff will read the group a story.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- **AT THE SAME TIME** all other available staff will conduct a thorough search of the premises and notify the HT member if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately.
- Staff will begin a search of the area immediately
- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.

- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.

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

- Visit leader must ensure the safety of the remaining pupils. At least 2 staff must stay with them.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.
- 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, after which procedures above to be followed.

MONITORING AND EVALUATION OF THE POLICY

This policy will be reviewed in June 2024

Signed _____ Chair of Governors

Date _____