

Attenborough Learning Trust

Lost / Missing Child Policy

Lost / Missing Child Policy

This procedure operates in all schools within the Attenborough Learning Trust. For each school in the trust Highfields Primary School should be read as the individual school.

Highfields Primary School places the safety of children in our care as the highest priority. Highfields Primary School 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 Highfields Primary School

This very rarely happens but complacency is a hazard we must avoid at all costs. The welfare of the children in our care is paramount. Children may go missing, and EVERY member of staff has equal responsibility in ensuring the safety of the children and knowing where they are.

Systems are in place to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site is secure.
- Parents of foundation stage and key stage one children escort them to the door in the morning and collect them from the door after school.
- The register is taken promptly, and all unexplained absences receive a phone call from the attendance officer or the administration officer.
- Staff responsible for new children always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's safe arrival and collection.

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing the following procedure will be followed.

- The Headteacher / Deputy or most senior member of staff at the time will take an immediate roll call of all children.
- If it is discovered that a child is unaccounted for then a full search of the building and its immediate surroundings will take place.
- Children will not be left unsupervised at any time.
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services and the parent / guardian will be contacted.
- On the arrival of the emergency services and the child's parent / guardian the Headteacher / Deputy or senior member of staff will be responsible for appraising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will take place to examine how it occurred and to put immediate measures in place to ensure it does not happen again.