



Hereford Cathedral Junior School

LOST OR MISSING CHILD POLICY

This policy applies to all pupils at Hereford Cathedral Junior School including those in our EYFS settings.

Children should never be allowed to leave the premises during school time without the head's permission. However, it is possible that a child may leave the premises without the knowledge or permission of the head. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

In the event of a child becoming lost while in the care of Junior School, the School will put into practice the following procedures. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

Lost child on outings procedure

We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by a member of staff, parent or carer.

- Whenever practicable, children are required to wear School uniform (including school tracksuit where appropriate for the activity undertaken) on outings so that they are easily identifiable.
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a mini first aid pack.
- If coach travel is part of the outing, a register will take place and will be double-checked on the coach prior to leaving.
- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a register to ensure that no other child has gone astray. One member of staff will search the immediate vicinity. If necessary, the teachers will ask all adults and children to return to a meeting point, and will dispatch staff to search for adults and parents.
- Adults will be asked when they last saw the child and what clothes he/she was wearing. Adults may be asked to look for the child, with a member of staff remaining at the meeting point so that if the child is found, this can be reported to the party leader.
- In an indoor venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- In the event that a child cannot be located, the Head must be informed.
- If necessary, where possible, at the end of the outing a member of staff will remain at the venue to assist in the search, and if successful, to bring the child back. If the parents are not on the outing, the party leader will telephone the parents and advise them of the situation.

The investigation

All staff running a trip are required to provide an evaluation following the trip. In the case of a missing child, the member of staff in charge will write an incident report to include:

- the date and time of the report;
- which staff/ children were in the group or outing;
- when the child was last seen in the group/ outing and the time it is estimated that the child went missing;
- what took place in the group/outing since that time.

Lost child during the school day

- The member of staff will inform the school office and, where possible, Nursery staff will also inform the Head of Nursery, Pre-Prep staff will inform the Head of Pre-Prep and Junior staff will inform the Deputy Head. The school office will ensure that a member of SLT has been alerted.
- The office will check the register to confirm the child came in to school.
- A member of staff will make an initial search for the child. The search will start with the member of staff going to the road outside the School and checking the road and checking all toilets on site. He/she will then check the grounds around the School. This will be done as quickly as possible.
- A member of office staff will search Music School and Speech & Drama department.
- While the initial search is made, the teacher will make enquiries of all adults and the child's friends at HCJS to establish the last sighting and time and the mental state of the child (happy, upset etc.)
- If the child remains missing, the fire alarm will be set off and all the children accounted for in the usual way.
- If the child remains missing, a member of the Senior Leadership Team will then telephone the police and report the situation and follow their advice.
- A member of the Senior Leadership Team will also telephone the parent(s) or carer(s) and report the situation. They will ask a parent/carer to come to the Junior School, by using the normal route that the child would take, by walking if appropriate.
- When the parent arrives at the Junior School if the child is still lost, we will ask the parent to return home, if there is no-one at home, and wait, in case the child has managed to make their way home.
- Telephone lines should remain as free as possible.
- Junior School activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

In all cases, the Deputy Head will carry out a full investigation.

- After the incident a full written report of the incident will be recorded and copies given to all relevant parties involved.
- A full review of security procedures will be carried out, guidance and procedures will be developed and implemented as required.

Last review date: 18.5.15

Reviewer: JD