



Notting Hill Preparatory School

1.14 Policy for Lost Child (EYFS & KS1-3)

Reviewer responsible: Deputy Head Pastoral, on behalf of the **Head**

Reviewed by: HS

Date of last review: **07/19**

Date of next review: **07/20**

LOST CHILD POLICY

Aim

We aim to keep children safe and secure at all times, whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children.

Procedures for Registration and Supervision

All children are registered twice a day, at the start of the school day and at the beginning of the first lesson after lunch. The registers are completed online and the school secretaries (OB/JCB/PGB) keep a sign-out book of any child leaving or returning during the day.

When there is a trip off the school premises, it is the responsibility of the staff taking the trip to ensure that a regular register is taken, online or in paper format. This will depend on the nature of the trip, the mode of transport used and the location of the trip. School trip information is held in the school trips file (see **Policy for Educational Visits**).

- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, a mobile phone as well as a first aid pack. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

The children are supervised at all times within school hours: be it in the playground before school starts, during lessons, during break time, meal times, PE, Games lessons and pre/after-school clubs. At the end of the school day or after activities, the children are only allowed to leave the school premises if their parent or nominated adult has come to collect them. Children in Year 6 and above are only allowed to leave the school premises alone if written permission has been given by the parent. This permission will be kept on file in the school office.

In the Middle and Upper Schools, if no approved adult is there at normal pick up time, the teacher on sign-out will take the child to the seating area in reception in either building, where they will be supervised by the JCB/PGB secretaries respectively, or sent to join Late Club in the JCB hall, until the approved adult arrives. If they have not arrived to collect their child by 4.30pm (Years 3-5 children), by 4.45pm (Years 6-8 children), or 5.30pm (clubs) the **Procedure for non-collection of Children** will come into effect.

In the Lower School, if no approved adult is there at normal pick up time, the teacher on sign-out will take the child to Late Club. If no approved adult has come to collect them by 4pm, the person on duty in Late Club will inform the OB secretary, who will contact the parents. If they have not arrived to collect their child by 4.30pm, or thirty minutes after the end of any after-school club, the **Procedure for non-collection of Children** will come into effect.

When a child is collected from school during the school day, whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Reception (OB/JCB/PGB) so that a note may be made in the register to record the fact that they are no longer on premises. Pupils are not allowed to leave the school premises on their own during the course of the school day.

It is the responsibility of the member of staff on duty whether teaching or supervising play, to ensure that children remain safe. Any visitors to the school are recorded arriving and leaving. Parents who come to school during the school day, or after the day has ended, are requested to report to the school office (OB/JCB/PGB). There is a digital CCTV system in operation in all three buildings which covers the entrances to each building.

Missing child procedure in school

If a child goes missing from the school:

- The person who discovers that the child is missing will inform the school secretary in the relevant building

- The school secretary, alongside any available staff, will carry out a thorough search of the building and playgrounds and alert a member of Senior Management as soon as possible.
- The school secretary will use the intercom to ask for the child's whereabouts and if the child is in the building, to report to reception
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- A member of Senior Management talks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.

Missing child procedure on a school trip

If a child goes missing from a school trip where parents are not attending and responsible for their own child, the school ensures that the following procedure is followed:

- As soon as it is noticed that a child is missing, staff on the trip 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 searches the immediate vicinity but does not search beyond that.
- The Head is informed, and she will immediately make her way to the venue to aid the search and be the point of contact for the police, as well as to support staff. In her absence the Deputy Head (Director of Operations) will stand in.
- At the same time the Head's PA will inform the child's parent(s) so that they can make their way to the school or trip venue, as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- Staff take the remaining children back to school.

The investigation

- The Head carries out a full investigation, taking written statements from all staff present at the time, or who were on the trip.
- The trip leader and/or staff member most closely involved writes an incident report detailing:
 - the date and time of the report
 - what staff/ children were in the group or on the trip
 - when the child was last seen in the group/trip
 - what had taken place in the group/trip since then
 - the time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR agreements and is kept on school record; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.