

# Lost Child Procedures

---



## Children's Rights

- Article 3 – Best interests
- Article 10 – Right to be safe

## Statement of intent

In the event of a child becoming lost whilst in the care of the School, we will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

## Aim

We will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the school while procedures are followed.

## Procedures

### **If a child goes missing from the school:**

- The person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and playground areas. Walkie-Talkies are to be used to communicate progress on the search.
- The remaining children will be gathered into their classroom(s) while the remaining staff search for the missing child.
- The register is checked to make sure no other child has also gone astray.
- The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where.
- Entrances and gates will be checked to see if there has been a breach of security. CCTV will be checked to see if the child has left the School site.
- The person in charge talks to staff to establish what happened.
- If the child is not found the parent or carer is contacted (alarming them as little as possible) and the missing child is reported to the police.
- If the child lives within walking distance of the school, one adult should make the journey on foot in order to catch up with the child if possible.

### **If a child goes missing from an outing, where parents are not attending and responsible for their own child, the school ensures the following procedures are put into place:**

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member searches the immediate vicinity but does not search beyond that.
- If the child is not found, the Critical Incident Management Plan is immediately put into action
- The person in charge is informed if they are not on the outing and makes their way to the venue to aid the search and be the point of contact for the police as well as support staff.

- 
- Staff take the remaining children back to the school.
  - A member of the Senior Leadership Team in charge of the school contacts the child's parent or carer (alarming them as little as possible) who makes their way to the school or outing venue as agreed with the person in charge.
  - The staff member contacts the police and report the child as missing.
  - In an indoor venue, the staff member contacts the venue's security who will handle the search and contact the police if the child is not found.
  - The person in charge contacts the CYPES who will come to the school/appoint a representative of the CYPES to come down to the school as soon as possible

### **When The Child Is Found**

Two members of staff will care for and talk with the child, bearing in mind that they may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.

Other staff present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

### **After The Incident**

The member of the Senior Leadership Team in charge will sensitively discuss with the child's parents the events surrounding the disappearance of the child.

If appropriate, a short meeting will be held at the end/start of the following school day or a note will be sent home with the pupils to give parents brief, accurate information about the incident, as soon as possible, for reassurance.

Liability should not be discussed until the incident has been fully investigated by the School and / or CYPES. Staff and parents should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the Head Teacher.

### **The Investigation**

The Head Teacher carries out a full investigation taking written statements from all the staff present at the time, or by those who were on the outing.

The key person/staff write an incident report detailing:

- the date and time of the report;
- what staff/children were in the group/outing;
- when the child was last seen in the group/outing;
- what has taken place in the group/outing since then; and
- 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. Children's Services may be involved if it seems likely that there is a safeguarding children issue to address.

---