

Oaklands School
Together Everybody Achieves More



Missing or Lost policy

Written by	Barry Symons
Role	Headteacher
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To be reviewed	November 2020
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**PART OF THE
SAFEGUARDING POLICIES**

Missing or Lost Child Policy
Reviewed November 2018
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1. Introduction

- 1.1. In the event of a child going missing or leaving the site by choice, it is the priority to ensure that the child is kept as safe as possible and returned to school safely.

2. Aims and objectives

- 2.1. The aim of this policy are:

- **Ambition** To ensure that every child remains safe in school and In the event of a child going missing the safety of everyone else is not compromised.
- **Self-confidence** To give confidence to parents that the school community make safety of children the upmost priority.
- **Perseverance** To keep the importance of staying safe a priority for the community.
- **Independence** To teach children how to keep themselves safe
- **Respect** To maintain a welcoming school environment while maintaining a safe and secure site or visit.
- **Enquiry** To review procedures carefully if an incident occurs.

3. Site security

- 3.1. It must be remembered that some distressed, older children want to run, and not always onto the field. Most children who have a tendency to do this are known to us and at time may act unpredictably.
- 3.2. The school is made to be as secure as possible but recognises we have no wish to be a prison and so if a child deliberately wishes to climb over fences they will do so. Children have a responsibility to understand right from wrong and choosing to leave the school unsupervised is wrong.
- 3.3. Rooms and cupboards must be kept secure and locked if there is a lock, such as stationary cupboard etc.

4. Preventative measures

- 4.1. Preventative measures, especially in visits, are always considered and recorded in the Risk Assessments. The lead will always plan the groups and the supervising adults and ensure that the children are familiar with that group and the procedures.

5. Procedures

- 5.1. As soon as a child is thought to be missing, inform a member of senior staff and record the time.
- 5.2. The senior member of staff will assess the situation. They will consider the situation with the staff involved as to the circumstances, have they been involved in a disagreement? Do they have known locations to retreat to?
- 5.3. Staff will be instructed to undertake a search discretely so as to not cause panic. Search areas known to the child. The site is extensive and consideration must be given to outdoor areas such as the woods, behinds coats or in storage rooms. Agree to meet back at an agreed located after 5 minutes.
- 5.4. If on a visit, adequate supervision of the remaining children must be maintained.

If the child is located

- 5.5. Check to see if the child is injured.
- 5.6. An incident report must be completed and the parents must be informed. A meeting with the parents, the staff and the senior member of staff to discuss the incident.

If the child is not located

- 5.7. If after 5 minutes, the senior member of staff will direct staff to call **101** and inform the police. The police will want to know:
 - Where you are (address or venue)
 - The next of kin or parent
 - Detailed description of the child including, age, gender, clothing
 - The circumstances of the incident.
 - Who is looking for the child, where they are etc.
- 5.8. A log of details need to be recorded by the member of staff showing the actions and the times. These can be added to the incident report at a later time.
- 5.9. Parent or carer must be informed and contact continued to be made until the child is found.
- 5.10. Staff should continue to search until the child is located.
- 5.11. Once the child is found, the police must be informed. Parents will be informed.

If the child is known to have left the site

- 5.12. Staff must follow the child at a distance but must not chase and be mindful of not seeming threatening as you do not want to cause the child to run or endanger themselves.
- 5.13. As above in 4.6., police and parents must be informed and the same procedures apply.

6. Reporting and Reviewing

- 6.1. After the incident, the situation must be reviewed with the child (if appropriate) and the parent.
- 6.2. Any adaptations to the site or this or other policies will be made and shared with the whole school.