

Gainford CE Lost / Missing Child Policy

Every Child Matters									
Be Healthy		Stay Safe	✓	Enjoy and Achieve		Make a Positive Contribution		Achieve Economic Well-Being	

Children become lost or missing very rarely 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 responsibility in ensuring the safety of the children and knowing where they are.

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

- Appropriate steps are taken to ensure that the premises and surrounding site is secure.
- A register is taken at school in the morning and in the afternoon.
- It is the responsibility of every member of staff to be aware of how many children are present (through the process of registration) and regular quick head counts take place especially when the children are out of school.
- Key workers (at EYFS) of 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 their child has an adventurous nature.
- Parents are made aware of the need of supervision of children at all times. Parents are responsible for ensuring their child arrives to school on time (at the pedestrian entrance). At the end of the school day, children are taken to the school gate where they should be collected by a parent /carer listed on the child's contact list. Parents/carers must inform the school if their child is to be brought to school or collected by taxi.
- Children are always counted before going out to play and again when they are lining up to come back indoors. A member of staff will always be at the end of the line to ensure no children are left outside.

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 Class Teacher or teaching assistant (whichever is the most senior member of staff at the time) will take an immediate role 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.
- On no account will any other children 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 *then* parent / guardian will be contacted.
- On the arrival of the emergency services and the child's parent / carer, the Headteacher or deputy Headteacher 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.

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