

LVS JUNIOR SCHOOL POLICY ON MISSING CHILDREN

The likelihood of children going missing whilst at school is minimal, because of existing security measures, which are in place on the school site and the generous staffing ratios. Nevertheless, in the event of this remote possibility happening, we have developed the following procedure:

There are a limited number of situations where a child might be become lost and these are listed below.

- Despite the appropriate level of pupil to adult ratio being put in place prior to the trip and a risk assessment written to minimise the possibility of this happening, a child wanders off either alone or with an unauthorised adult.
- Where a child wanders from classroom or school site, despite staff vigilance and existing security measures.
- Where a child leaves the school building or site with an unauthorised adult, despite staff vigilance and security measures.

Action to be taken if a child is found to be missing:

If the incident happens on site:

- Alert the member of teaching staff in charge at time of incident
- Ensure remaining children are supervised, one member of staff does a brief and quick search of adjacent rooms
- If child is not found then alert the Head Teacher **immediately**
- The Head Teacher and class teacher, will determine from the relevant staff as to when the child was last seen and where.
- Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building and grounds.
- Advise members of the SMT in the Senior School so that searches of the Senior School can be made.
- If the child cannot be found within 15 minutes the police and parents must be informed.
- Continue to search, widening the search area, keeping in touch via mobile phone if available.
- Head Teacher to liaise with parents during and after the incident is resolved.

If the incident happens on a trip:

- All teachers on the trip will have mobile phones and will have left their contact details with the SMT at the school.
- Alert class teacher and the teacher in charge of the overall trip **immediately**
- Teacher leading the trip will determine from the relevant staff as to when the child was last seen and where.
- Ensure the remaining children are sufficiently supervised and secure, one or preferably two members of Junior School staff should search the immediate vicinity.
- If trip site is staffed- ask the site staff for support in search.
- If the child cannot be found within 15 minutes the police must be informed.

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- If the child cannot be found within 15 minutes the Head Teacher or Assistant Head must be informed by phone.
- The Head Teacher will inform parents
- Continue to search, widening the search area, keeping in touch via mobile phone
- Head Teacher to liaise with parents during and after the incident is resolved

At a later date, the Head Teacher, the class teacher and other staff involved, should reflect upon possible reasons for the incident having happened and review current practice, putting measures in place to prevent any future re-occurrence.

This policy is the responsibility of the Head Teacher and will be reviewed in September 2010.

Reviewed: 01.11.11
Reviewer: Helen Donnelly
Next Review: 01.11.12