

Lord Deramore's Primary School

Lost Pupils



The safety of our pupils is our priority whilst they are in our care at school. These procedures set out what would happen in the unlikely event of a pupil going missing whilst at school. They form part of our school Safeguarding Procedures.

RESPONSIBILITIES

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, making clear their responsibilities and the procedures to follow and to ensure that this policy is reviewed annually by Governors.
- It is the responsibility of all staff to read this policy and to act at all times in accordance with it.
- It is the responsibility of parents/carers to ensure they provide accurate and up-to-date contact information as necessary and know the procedures for the handover of their child at the beginning and end of sessions.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support in the review of this policy.

PROCEDURES IN PLACE TO REDUCE THE RISK OF A MISSING/LOST PUPIL

Arrival at the beginning of the day

- Children are expected to arrive at school from 8.45am when the gates will be opened by a member of staff. At least one other member of staff will be on the playground prior to the start of the school day
- Children are expected to stay in the playground until the bell goes.
- If staff notice pupils are arriving early on a regular basis, they should inform their Phase Leader.
- Staff on playground duty should be on the playground at 8.45 am. Gates will be closed at 9.05am in the mornings then re-opened at 3.00pm and locked when the caretaker locks the site.
- All teachers should be waiting in the classroom for the pupils in their care from 8.45am, this forms part of daily directed time for teaching staff. Staff must be on the playground at 8.50am ready to bring the children into school.

During lesson time

- Staff mark registers promptly and accurately ~ mornings and afternoons, any absentees are picked up by the office manager when registers are returned to the office. The office manager will contact all families of unexplained absentees by 9.30am; all such contact will be documented by the school. Any concerns following this contact will be passed to the Headteacher immediately.
- Staff ensure clear sight of pupils at all times when they are working both within and outside the classroom.
- All staff must ensure that external gates to any outside area are locked when pupils are playing outside. The exception is the front pedestrian gate to the main entrance of school; this entrance has a camera to monitor access.

Lord Deramore's Primary School

Lost Pupils

- If pupils leave the security of the classroom to work in other parts of the school staff should ensure that adequate supervision is maintained at all times and all pupils are accounted for on returning to the classroom.
- Updated parent/carer contact details are regularly sought and accurately maintained.
- All fire exits from classrooms are unlocked each day, staff should ensure that pupils are clear that they use these exits only when directed to do so by a member of staff.

Pupils leaving the site during lesson time

- If a pupil is leaving school during session time it is expected that the family will provide a written note of explanation for this.
- The note should be sent to the office for information and filing.
- Teachers will be contacted by our administrative team when the family arrive to collect the pupil.
- At this time the pupil should be sent by the teacher to the main entrance to meet their family.
- All pupils leaving the site should be signed out by their family/other adult.
- On returning pupils will be signed back into school and sent/brought to class.

During break times

- Pupils in Foundation Stage and KS1 are escorted to external doors by staff.
- Staff on duty are outside before the pupils enter the playground.
- First Aid staff are available in the junior corridor.
- All external gates are locked.
- Staff will have sight of all children in the playground.
- Doors are closed behind the last member of staff as they come in from the playground.

During lunch times

As above. Any concerns from lunchtime staff should be reported to Mrs Jane King who will seek advice from a member of the SLT as needed.

- If a pupil is going home for lunch they should be sent to the main entrance to be collected by their family/other known adult.
- All pupils leaving the site will be signed out by their family/other adult or, if they are to walk home, by our administrative team.
- On returning to school pupils will be signed back into school.

On the school field

- The Caretaker will ensure there are no holes in the perimeter fencing on his daily safety sweep.
- Pupils IN Foundation Stage and KS1 are escorted to external doors by staff.
- Staff on duty are outside before the pupils enter the playground.
- Staff will double check that the field gates are locked shut.
- First Aid staff are available.
- All external gates are locked.
- Staff patrol zones within the field area.
- Staff will have sight of all children on the field.
- Doors are closed behind the last member of staff as they come in from the playground.

At the end of the day

- At the end of the day, Foundation Stage and KS1 staff have a teacher/parent/carer handover. In Key Stage 2 classes go straight to the cloakroom to collect their belongings and exit through the Junior Door onto the playground where parents/carers wait to collect. Staff should ensure that no pupils are left in the cloakroom or toilet areas; Mrs Annette Lee is based in the junior corridor at the end of the school day.

Lord Deramore's Primary School

Lost Pupils

- Children should leave the school in a calm and orderly fashion and dressed in accordance with school policy, that is in school uniform unless they are leaving to represent the school in a sporting event or are attending an after school sports club.
- If a pupil is not collected by their family/known adult they should return to the classroom with the class teacher and wait, this falls into daily directed time for teaching staff.
- If the teacher is leading an after school club the pupils should remain with the teacher of the parallel year group class or the phase leader. If this is not possible the teacher should accompany the child to the school office where arrangements for their collection/safety will be made.
- If by 3.30pm the pupil has not been collected the teacher should ask a member of the administration team to make contact with the family.

On school visits

- All visits will be carefully planned well in advance; plans will take account of any vulnerable children within the group.
- Thorough Risk Assessments will be made, taking account of any vulnerable pupils.
- Adequate staff/other adult to pupil ratios will be maintained at all times.
- Adequate communication contacts and a list of pupils/groups participating will be taken on the visit **and** left with the admin team in school.
- Mobile phones will be taken on every visit and mobile contact numbers left at school with the admin team.
- All parents/cares will be thoroughly briefed prior to the visit.

In after school clubs/at sporting events

- Leaders of After School/Lunchtime Clubs are CRB cleared and have a link member of staff with whom they can communicate directly. Mrs Ann Bradley is the current link with After School Club.
- On initial letters to families offering the club they are asked to indicate in writing if the pupil attending is to be collected from school or make their own way home.
- The Headteacher/Club Leader/Team Coach may direct the family to collect the child from the club/sporting event.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF A CHILD GOING MISSING

In the event of a member of staff fearing that a child has gone missing whilst at school

- The member of staff who has noticed the missing child will calmly inform the nearest member of staff/contact the school admin team using the internal telephone system located outside the Year 2 classroom in Foundation Stage and KS1.
- The admin team will then inform the Headteacher or another member of the SLT if the Headteacher is not on site.
- Staff will promptly and calmly round up all pupils to the hall.
- All staff will count and name check all pupils present against the class register.
- If a missing pupil is confirmed one member of staff from each year group will remain in the hall with the pupils ~ singing/story telling whilst all, other staff thoroughly and systematically check the building for the missing pupil.
- The Headteacher/SLT will be informed immediately if the child is found within the building.
- A thorough check of all exits will be made to ensure that all doors/gates were secured and there are no routes by which the pupil can have left the school. If a breach in security is found this should be reported to the Headteacher/SLT immediately.
- Staff will be grouped and despatched to search the immediate local area.

Lord Deramore's Primary School

Lost Pupils

- The safety and care of all other pupils is paramount, so the security of the school and the number of staff remaining to supervise the pupils (as outlined previously) must be maintained whilst the search continues.
- If the pupil has not been located within 15 minutes from the initial report of them being missing then the family will be notified, they will be asked to attend school bringing with them a recent photograph of the child.
- The Headteacher/most senior member of staff on site will decide at which point the police need to be contacted.
- Staff will be asked to make a written note of what the child was wearing and any distinguishing feature they may have.
- Any special medical or learning needs will be disclosed to the police to assist with the search for the pupil.
- The Headteacher/most senior member of staff on site will inform the LA Safeguarding team that a pupil has gone missing, who will in turn liaise with the LA press office in managing any media interest, enabling the school to focus on assisting the police in the search for the pupil.
- The Chair of Governors will be informed.

In the event of a member of staff fearing that a child has gone missing whilst off the school premises

- The visit leader must ensure the safety of all remaining pupils ~ at least 2 adults, one of whom is a member of staff should remain with these pupils.
- All other adults should start searching for the child.
- The visit leader should make contact with the school to alert them to the situation.
- If the child is not found within 5 minutes the visit leader should contact the police by dialling 999.
- The visit leader should inform the school that the police have been contacted.
- The school will contact the child's family.
- Additional staff may be despatched to the visit location to assist if this is practicable.
- Staff will be asked to make a written note of what the child was wearing and any distinguishing feature they may have.
- Any special medical or learning needs will be disclosed to the police to assist with the search for the pupil.
- The Headteacher/most senior member of staff on site will inform the LA Safeguarding team that a pupil has gone missing, who will in turn liaise with the LA press office in managing any media interest, enabling the school to focus on assisting the police in the search for the pupil.
- The Chair of Governors will be informed.

In the event of a family reporting that a pupil has not arrived home from school

- Senior staff will liaise and work closely with the family throughout.
- A thorough search of the school site, the route home usually taken by the child, the local park, library, shops etc. will be made (all available staff will participate in this).
- Contact will be made with other family members and the child's friends to check if the child is with them.
- The police, LA Safeguarding team and Chair of Governors will be informed (as outlined previously).

These procedures will be reviewed annually as part of the school Safeguarding Policy.

Lord Deramore's Primary School
Lost Pupils

Headteacher
May 2011