

## **Shiplake CE Primary School and Little Squirrels@Shiplake Primary Lost Child Policy**

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

**If a child goes missing from Shiplake CE Primary School/Little Squirrels@Shiplake Primary the following actions will be carried out:**

- **CLASS TEACHER/PERSON IN CHARGE OF CLASS** : carry out a thorough search of the building and playground.
- **TEACHING ASSISTANT/ADDITIONAL ADULT** : carry out a head count to make sure no other child has also gone astray.
- **TEACHING ASSISTANT/ADDITIONAL ADULT** : check doors and gates to see if there has been a breach of security whereby a child could wander out.
- **HEADTEACHER (OR OTHER SENIOR LEADER)** : speak with staff to establish what happened
- **HEADTEACHER (OR OTHER SENIOR LEADER)** : if the child is not found, the Headteacher (or other Senior Leader) contacts the parent and the missing child is reported to the police.

**If a child goes missing from a trip, the school ensures that there is a procedure that is followed:**

- **VISIT LEADER/ADDITIONAL ADULTS** : As soon as it is noticed that a child is missing, staff on the visit ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- **VISIT LEADER** : informs the Headteacher, if s/he is not on the outing.
- **HEADTEACHER (OR OTHER SENIOR LEADER)** : makes his/her way to the venue to aid the search and be the point of contact for the police.
- **HEADTEACHER (OR OTHER SENIOR LEADER)** : contacts the child's parent.
- **VISIT LEADER** : contacts Police and reports the child as missing
- **VISIT LEADER/ADDITIONAL ADULTS** : remaining children taken back to school.
- **HEADTEACHER (OR OTHER SENIOR LEADER)** : contacts Chair of Governors
- **INDOOR VENUE** : In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

### **The investigation**

- The Headteacher/ Governing body carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/staff writes an incident report detailing:
  - the date and time of the incident
  - 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
  - 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. Social Care may be involved if it seems likely that there is a child protection issue to address.
  - Ofsted is informed.

The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

- *A copy of this procedures document is to be included with all off-site Risk Assessment forms.*
- *A copy of this procedures document is to be included within each classes 'Cause for Concern' folder.*

March 2023  
For review March 2026