

Goldfield Infants' and Nursery School



Lost Child Procedures

Committee	Learning Matters
Next Review	Summer 2024
Duration	3 years
Approved FGB	Summer 2021

Every effort is made to ensure the safety of the children while attending Goldfield Infants' and Nursery School. This policy sets out our procedures for maintaining safety and dealing with the extremely unlikely event of a child going missing.

- All parents *must* ensure that they inform the school if they have made alternate arrangements for the collection of their child at the end of the day. They should inform the office or Nursery staff of these changes. Changes will be recorded in a book in the Nursery.
- All visitors to the school must sign in and wear a 'visitor' sticker so that they can be identified.
- The school will not allow children to be collected from school by a sibling or child under the age of 16.
- If a Looked After Child is absent without reason County must be notified.
- All staff *must* ensure that the gates to any outside area are bolted and, and secured with a coded lock where appropriate, when children are playing outside.
- Class registers must be completed first thing in the morning and after lunch. If a child is not present for Registration after lunch, Midday Supervisor Assistants (MSAs) **must** verbally highlight this to the class teacher to confirm reason for absence ie a medical appointment, for further immediate action to be taken. Registers should always be returned to the office.
- If there is no explanation as to why a child has not attended parent will be contacted by phone.
- In the event of a member of staff fearing that a child has gone missing:
 - A member of staff will inform the other staff members and gather the children for a story or whole class activity. The Headteacher and office will be informed
 - A register will be called
 - Staff will check the building and all outside areas
 - Hertfordshire procedures as laid out in CSF School Emergency Response plan will then be initiated :

'If the child is not found in this immediate search the school should call the child's parents to see if the child is with them. Care should be taken not to alarm the parents unnecessarily, particularly if the child has only been missing for a short time and is not thought to have been abducted.'

- Teachers should speak carefully to classmates of the missing child as they may have extra information or know their whereabouts
- If they are still presumed missing the school should alert the police
- Where staff are available and where it is reasonable to do so, the areas adjacent to the school, or where the child is known to frequent, will be searched in liaison with police.