



## LOST CHILD POLICY

ORIGINATOR: Kelly Jackson

SLT LINK: Stuart Williams

February 2025

We are committed to promoting children's safety and welfare.

At Catmose Primary, registers are taken each morning and afternoon in class. Pupils are signed out and in if leaving the School during the day. Head counts are taken at the end of each playtime.

Our aim is to avoid such an issue through risk assessments and high-quality staff training. However, in the unlikely event of a child going missing within, from or when otherwise in the care of the primary, the following procedure will be implemented immediately:

- All staff will be aware of the procedure when a child goes missing and supply information to support the search, e.g. a detailed description of clothing and appearance.
- The most senior member of staff will be informed immediately and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the area, followed by a search of the surrounding area.
- Other staff will remain with the children or young people present in order that they remain supervised, calm and supported throughout the incident.
- A member of the senior leadership team (SLT) will call the police on 999 as soon as they believe the child is missing, and will follow police guidance.
- The parents of the missing child will be contacted.
- Should the child be a vulnerable pupil with any special educational or medical need, or a child open to Children's Services, appropriate contact will be made with the relevant professionals.
- A second search of the area will be carried out.
- During this period, available staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the setting.
- A member of SLT will meet the police and parents.
- A member of SLT will then await instructions from the police.
- The Executive Principal will be notified of the incident at the earliest available opportunity.
- Any incident must be recorded in writing as soon as practicably possible and include:
  - the date and time of the incident;
  - the outcome;
  - who was lost;
  - time identified;
  - notification to police and findings;

- staff and other children present at the time of the incident.
- Ofsted must be contacted and informed of any incidents via the Executive Principal.

With incidents of this nature, parents, carers, children and staff may require support and reassurance following the traumatic experience. The senior leadership team will provide this.

Staff will not speak to any media representatives.

Post-incident risk assessments will be conducted following any incident of this nature to reduce the chance of reoccurrence.