



# **Shawlands Primary School**

## **Policy**

**Lost/Missing Child Policy**  
**REVIEWED EVERY 3 YEARS**

**Reviewed SUMMER 2023**

**Every** member of staff in school has equal responsibility in ensuring the safety of the children and knowing where they are.

**Systems in place to minimise the risk of children going missing:**

- Appropriate steps are taken to ensure that the premises and surrounding site is secure.
- Registration takes place at the beginning of the session when staff become responsible for the children
- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count takes place at intervals during each session in lower school classes.
- Staff working with new children should always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents are advised of our security procedures and will be given opportunity to discuss any concerns
- Parents are made aware of the need of supervision of children at all times especially of their responsibility to ensure their child's arrival and departure is noted by a member of staff.
- Children are always counted before going out to play and again when they come back indoors. A member of staff will always be last off the playground to ensure no children are left outside.

**Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing the following procedure will be followed.**

- The most senior member of staff working in the area at the time will take an immediate roll call of all children.
- If it is discovered that a child is unaccounted for then a full search of the buildings and their immediate surroundings will take place. The child's next of kin will be contacted and informed.
- On no account will any other children be left unsupervised at any time
- If after a thorough search it proves unsuccessful in establishing the whereabouts of the child, the emergency services will be contacted. If the child is LAC or under CP, the virtual head and Social Care Direct or Family Support Working will also be informed.
- On the arrival of the emergency services and the child's parent, a senior member of staff will be responsible for appraising them of all information in respect to the missing child and what action has been taken.
- Once the situation has been resolved an internal investigation will establish how it occurred and measures put in place to ensure it does not happen again.

