Lost Child Policy

Hampton Lakes Primary School

Policy last reviewed:	March 2025
Next review due:	March 2028
Member of staff responsible:	Miss Zoe Trigg
Ratified by:	LGB

1. Rationale

We are fortunate in having modern, purpose built sites, with state of the art electronic security systems. At Hampton Lakes, part of our safeguarding duties include ensuring children are safe within our school site and that the school site itself is secure. In addition, the following measures are in place to prevent a child going missing or becoming lost.

- Internal swipecard system to ensure children cannot leave site unaccompanied
- Gates that are locked during the school day to ensure the outdoor area is secure
- A member of staff on gate duty at the beginning and end of the day to minimise the risk of younger children leaving the school unaccompanied
- Supervision of children at all times of the day including breaktime and lunchtime
- A password collection system in the EYFS to ensure the correct adults are collecting children
- Vision panels in school doors, to prevent children hiding out of sight
- Risk assessments and pre-visits conducted before trips and visits to minimise the risk of children becoming lost on a trip or visit

The following procedures will apply in the unlikely event of a child being lost or going missing.

2. Children lost within the school or its grounds

1) A member of staff noticing a child missing should carefully search all of the areas used by that group of children since the child was last seen, ensuring that the rest of the children are adequately supervised by other staff members.
2) If the child is not found after a search of the immediate area, the member of staff should inform the Head of School, giving the name of the child and their last known location.
3) The Head of School, will calmly organise a search of the rest of the building and the outdoor area, using support staff to assist with the search.
4) If the child is not found, the child's parents should be alerted.
5) If the child is not found after **15 minutes** the police will be called, to inform them of a missing child.
6) Further guidance will then be taken from the police.

3. Children who have left the school site

1) A member of staff noticing a child leaving the school site without authorisation should immediately request assistance from another member of staff, who will inform a senior member of staff that a child has left the school site.
2) As soon as practically possible, the child's parents should be informed that the child has left the school site.
3) One member of staff would ensure the child was followed, keeping them in sight at all times, where possible.
4) Depending on the situation, and the child's emotional presentation, it may be safer to keep a watchful eye on the child from a distance rather than approaching the child. The child's safety is paramount and a child should not be approached or pursued if they are posing a risk to themselves or others.
5) A second member of staff, preferably a senior leader, may join the member of staff in pursuit of the child if it is safe to do so.
6) Where possible, the child would be encouraged to return to school.

7) If the child becomes lost, the member of staff should contact the school immediately, who will inform the parents and contact the police.
8) Further guidance will then be taken from the police.

4. Children lost on a school trip

1) A member of staff noticing a child missing should carefully search all of the areas used by that group of children since the child was last seen, ensuring that the rest of the children are adequately supervised by other staff members.
2) Another member of staff should alert the staff of the organisation being visited (where possible) and contact the school to alert them to the situation.
3) The children on the visit should be asked for any relevant information if appropriate.
4) If the child is not found within 10 minutes the child's parents will be alerted.
5) If the child is not found after **15 minutes** the police will be called, to inform them of a missing child.
6) Further guidance will then be taken from the police.

5. Following a critical incident of a lost child

1) On the day of the incident, the Head of School will notify the Executive Head Teacher.
2) On the day of the incident, the Head of School will notify the Local Authority Safeguarding Team.

6. Monitoring and review

It is the responsibility of all members of staff to follow the procedures stated in this policy.

The Head of School, in conjunction with the Senior Leadership Team and Governing Body, will review this policy periodically.