

# Missing or Lost Child Policy

## Al-Khair School Oldbury



**Approved by:** Sajad Akram

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## 1. Rationale

Al-Khair School is committed to the values of the 'Every Child Matters' agenda and places the safety of children in our care as the highest priority. Al-Khair School has put into place thorough systems and procedures which are an integral part of staff training and should ensure that children do not go missing or get lost whilst in the care of Al-Khair School.

## 2. Implementation of Policy

### Missing or Lost Child Procedures

The following procedures will be followed in the event of a child going missing or getting lost:

1. The Headteacher or School Administrator must be informed immediately of the circumstances surrounding the child's disappearance.
2. The Headteacher will inform all members of staff present and inform them of the situation.
3. The Headteacher will organise a thorough search of the premises and grounds. One member of staff must gather the remaining children in one room or area and stay with them to ensure they are supervised throughout.

**If the child is found, an incident report sheet must be completed and the Headteacher will speak to staff and children involved in the incident. OFSTED will be notified.**

**If the child remains missing or lost the following procedures must then be followed:**

4. If the child has still not been located a second search of the premises will be undertaken.
5. If the child has still not been accounted for the Headteacher will contact the police followed by the parents or carers of the missing child.

6. Staff must continue to search for the missing child until told to stop by the Headteacher. It is important that all staff remain calm.
7. The Headteacher must meet the police and parents/guardians as soon as they arrive at the School.
8. The police will then lead the investigation and the Headteacher will assist as much as possible and follow any actions as directed by the emergency services.
9. OFSTED will also be informed of any incidents and carry out an investigation if they deem it appropriate.
10. All staff will be de-briefed on the incident and if any action needs to be taken to change school procedures or premises these will be made immediately to prevent further incidents.

### **3. Lost Child Procedure (Off site Visits)**

**Off Site visits will be arranged to enhance the learning and enjoyment of the children at Al-Khair School.**

#### **Preventative Procedures**

- The school will carry out regular head counts during off site visits to avoid the risk of a child getting lost or separated from the group.
- A thorough risk assessment of the trip ( using the risk assessment template) will be completed by the teacher and approved by the head teacher.
- Children will be issued with a sticker which states the School name and contact number.
- Al-Khair School will ensure situation appropriate ratios are maintained on all outings.
- A Meeting point will be arranged and also discussed with children

#### **Procedure for Missing Child on Off site Visit**

1. The Headteacher or Visit Leader communicates the situation to all staff and adults present and organises a thorough search of the area ensuring the remaining children are supervised.
2. If not present on the visit, the Headteacher will be informed
3. The Headteacher or Visit Leader will inform staff of the venue as appropriate.

#### **After 5 minutes if the child is not found the following procedures must be followed;**

1. The Headteacher or Visit Leader will immediately inform the police and await instructions on how to proceed.

2. The Headteacher or Visit Leader will inform the child's parent or carers to explain the situation and advise them of the action being taken.
3. Staff from Al-Khair School will escort the remaining children back to the School.
4. One member of school staff will remain at the venue and continue searching for the child and assisting the investigation and to meet the police and parents when they arrive.
5. The Visit leader must complete an Incident Report Sheet on their return to Al-Khair School.
6. Staff at Al-Khair School will be de-briefed on the circumstances surrounding the incident and if any changes are needed to policies or procedures these will be made immediately and reported to the Ofsted.

**N.B - In the absence of the Headteacher, the person who is designated in overall charge in their absence, will undertake the responsibilities of the Headteacher.**

*Any questions about this policy should be directed to the Headteacher.*