



## KINDERGARTEN LOST CHILD POLICY

### INTRODUCTION

We aim at all times to keep children safe and secure whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of the children. To prevent a child going missing from school or when on a school outing, we have the procedures in place below.

#### 1. Registration

This takes place twice each day, and in addition whenever leaving or entering the premises, all children are accounted for:

- At the start of the school day at 8.45am registers to be completed by 9.10am when the front door is closed
- The number of children in attendance is displayed on a board above the staff noticeboard
- Register to be completed at the start of afternoon clubs at 12.00 noon in the Committee Room and the number of children attending to be displayed on the board above the staff noticeboard

Registers are checked for absences by the member of staff completing them. Where a letter has been received, email sent, telephone call or note put into the Pupil Planner requesting absence for medical appointments, school visits or notifying an illness no further action is taken. In the cases where no information regarding absence has been received the parents are immediately contacted.

#### 2. Off-site activities

- When children are going off site for activities such as visiting Thomas's main school, Little Explorers or trips etc. the Trip leader takes a register and informs the Kindergarten of any absences.
- Outings are recorded in the school diary and on a trips form kept in the filing cabinet:
  - the date and time of outing
  - the venue and mode of transport
  - names of staff assigned to named children if applicable
  - time of return
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers, details of any medical conditions or allergies and any required medication, and a mobile phone as well as a mini first aid pack, a snack and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.

- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.
- Every pupil is to be allocated an adult who is responsible for them on the trip. For correct staff to pupil ratio and full information please see the Educational Visits and Off Site Activities Policy.
- Before every off site activity/trip a Risk Assessment is to be completed by the group leader. This Risk Assessment should include a meeting point and procedure specific to the venue in case a child is presumed lost.
- In the event of a presumed lost child the teacher in charge is told, the school should be phoned and the same procedure as the last bullet point in section 5 should be followed.
- The procedure in place at the venue (e.g. museum, zoo etc.) should be followed.

### **3. Measures to prevent children leaving the school building unsupervised**

There are specific rules governing where pupils are allowed and not allowed to go and about the supervision of children.

- Staff are expected to be vigilant and check that exit doors are secured on their entry and exit from the building and that the chain is always on the front door and the back door is always locked
- Visitors are escorted off the premises by a member of staff so that exit doors can be locked
- Parents and carers must sign their children out and are responsible for their child from this point on

### **4. Risk of Kidnapping**

Security is constantly under review. Procedures are as follows:

- All members of Thomas's staff wear identifying badges
- Visitors sign in.
- Staff challenge unfamiliar faces.
- Access to the buildings is restricted during the school day.
- Visitors to the church are always escorted in the crypt.
- Any missing pupil will result in procedure as outlined above in section 5.
- A specific policy for supervision whilst on trips is available. No trip should take place without a written risk assessment having been completed.

### **5. Children that are presumed lost** In order of action:

- A thorough search of the Kindergarten is made including outdoor area.
- The register is taken.
- The year groups are gathered and a roll call taken.
- The police are called by the Head and the parents informed (by the Head or Deputy Head). The Police may inform Wandsworth Child Social Services.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.

- The Head is informed; if s/he is not on the outing they make his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school.
- The Head contacts the child's parent who makes his/her way to the school or outing venue as agreed with the Head.
- The staff contact the police using the mobile phone and report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

## 6. The investigation

- The Vice Principal carries out a full investigation taking written statements from all staff present at the time, or who were on an outing.
- The key person/ staff member writes an incident report detailing:
  - the date and time of the report;
  - what staff/ children were in the group or outing;
  - when the child was last seen in the group/ outing;
  - what has taken place in the group/outing since then; and
  - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR agreements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

**See also:** [Educational Visits and Off Site Activities Policy, Safeguarding and Child Protection Policy](#)

<b>This policy will be reviewed annually</b>			
Reviewed: January 2015	By:	Joanna Copland, Vice Principal	
Latest Review: October 2019	By:	Kathy Ballantine, Kindergarten Head	Changes made
Next Review: October 2020	By:	Kathy Ballantine, Kindergarten Head	