



THOMAS'S KENSINGTON LOST CHILD POLICY

AIMS

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 in place the procedures outlined below.

1. Registration

This takes place twice a day:

- The school day starts at 08.30 at the Prep School and 08.45 at the Lower School. Registers are to be completed by 08.45 at the Prep school and 09.00 at the Lower School.
- In the afternoon, registers are to be completed by 14.00 at both the Prep school and the Lower School.

Registers are checked in the office for absences. If an e-mail or letter has been received requesting an absence for a specific reason or if an absence has been authorised then no other action is taken. In the case where no information regarding absence has been received the parents are immediately contacted.

2. Visits and off-site activities

- When children are going on visits or off site activities the Visit/Activity Leader takes a register and informs the School Office of any absence.
- School visits are recorded in a School Visits record file. Visits are organised in accordance with the EVOSA policy.
- Regardless of the nature of the visit or off-site activity every child is to be allocated an adult who is responsible for him/her.
- Before every visit or off-site activity a Risk Assessment is to be completed by the Visit/Activity Leader. The 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 per 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 about supervision of children:
- Leaving the building unsupervised or going home alone is not allowed except for children in Year 6 where a letter applying for permission to walk home has been submitted to the Headmistress.
- Pupils are expected to attend lessons promptly. Class and Music, Drama and PE teachers take a register to verify attendance.
- Staff are expected to be vigilant and check that exit doors are secured on their entry and exit from the building.
- Lower School pupils are not to be left unsupervised during the school day and should be collected and returned to their class by staff.

4. Risk of Kidnapping/abduction

Security is constantly under review. The school follows the following procedures:

- Visitors sign in and wear an identity badge
- Staff challenge unfamiliar faces
- Access to the buildings is restricted during the school day
- Any missing pupil will result in procedures outlined in section 5 and section 6
- A specific policy whilst on visits or off-site activities is available
- No visit or off-site should take place without a written risk assessment having been completed and signed by the Headmistress.

5. Children who are presumed missing from the school (in order of action):

- The school office and the Deputy Head (Pastoral) are informed immediately
- The Deputy Head (Pastoral) organises a search of the school. A sweep of the school is made in order to check whether the missing child is attending a SEN lesson, music lesson or any other off site activity.
- The Safeguarding Lead is informed.
- If the child is not found, the police are called (by the Headmistress) and the parents are contacted (by the Deputy Head Pastoral).

6. Children who are presumed missing on a visit or off site activity (in order of action):

- If a child goes missing from an outing where parents are not in attendance and responsible for their own child, this procedure is followed:
- As soon as it is noticed that a child is missing, the Visit Leader asks children to stand with their designated person who carries out a head count to ensure that no other child has gone astray. Two members of staff search the immediate vicinity but do not search beyond that.
- If the child is not located the Headmistress and the Deputy Head (Pastoral) are informed. If the Deputy Head (Pastoral) is not on the visit they make their way to the venue to aid the search and be the point of contact for the police as well as to support staff.
- The assistant Visit Leader and Staff arrange to take the remaining children back to the school
- The Visit Leader and available staff may stay at the venue to assist in the search.
- The Headmistress contacts the child's parents who make their way to the school or visit the venue as agreed
- The Police are contacted by phone and the child is reported as missing.

- In an indoor venue, the staff must contact the venue's security as soon as possible who will handle the search and contact the police if the child is not found.

7. The investigation

- For missing children in both sections 5 and 6, the Critical Incident Policy will be followed as part of the investigation, detailing among other data:
 - the date and time of the report;
 - Which staff/ children were in the group or during the outing;
 - when the child was last seen in the group/ outing;
 - what has taken place in the group during the outing since then; and
 - the time at which it is estimated that the child went missing.
- In time the Vice Principal will carry out a full investigation taking written statements from all staff present at the time, or who were on a school visit.
- 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.
- After the review, any suggested updates to procedures will be implemented

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

This policy will be reviewed annually			
Created: March 2010	By:	Jill Kelham, Vice Principal	
Latest Review: April 2019	By:	Nathalie Renou, Assistant Head – Welfare and Safeguarding	Changes made
Next Review: April 2020	By:	Nathalie Renou, Assistant Head – Welfare and Safeguarding	