



THOMAS'S FULHAM 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:

- School starts at 08.30, registers to be completed by 0840.
- At the start of afternoon lessons at 13.30 registers to be completed by 1345. (see attendance guidelines)

Registers are checked in the Office for absences. Where a letter/email has been received, or note put into the School Pupil Planner requesting absence for medical appointments, school visits *etc* no further action is taken. In the cases where no information regarding absence has been received the parents are immediately contacted. If registers are not taken for any reason, Office staff will follow this up immediately.

2. Off-site activities (see Educational Visit and off site safety Activities policy)

- When children are going off site for activities such as games, trips *etc* the Trip leader takes a register and informs the Office of any absences to cross check before they depart.
- Educational visits/trips are recorded in a trips file:
 - the date and time of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- Staff take a list of children's contact details with parent/carer details, numbers and emergency numbers and a mobile phone.
- 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 EVOSA policy.
- Before every off site activity/trip a Risk Assessment is to be completed by the group leader.
- 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 procedures 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.

- Leaving the building unsupervised or going home alone is not allowed except for Years 5 and 6 pupils where parents need to give permission in writing to the Head.
- Pupils are expected to attend lessons promptly. Class and specialist 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 including fire exits.
- Lower School pupils are not to be left unsupervised during the school day and should be collected and returned to their classroom by staff.

4. Risk of Kidnapping

Security is constantly under review. Procedures are as follows:

- Visitors sign in through our InVentry system and wear an identity badge as well as the appropriate lanyard.
- Staff challenge unfamiliar faces.
- Access and departure to the buildings is restricted during the school day through the main front entrance via the main gates which is entry phone controlled.
- Any missing pupil will result in procedure as outlined above in section 5.
- A specific policy for supervision whilst on educational visits 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:

- The register is taken.
- A thorough search of the school is made including playground & play equipment. A sweep is made of the school to check whether they are attending SEN class, music lesson or any other activity.
- The school is evacuated and a roll call taken.
- The police are called (by Jane Hind) and the parents informed (by the Head, Deputy Head or Assistant Head). The Police may inform Hammersmith and Fulham Children's Services.

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

- As soon as it is noticed that a child is missing, staff ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- The trip leader is informed to aid the search and be the point of contact for the police as well as support staff.
- 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.
- The staff contact the police using the mobile phone and report the child as missing.
- Staff take the remaining children back to school.

- The Head contacts the child’s parent who makes his/her way to the school or venue as agreed with the Head.

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;
 - which staff/ children were involved;
 - when the child was last seen;
 - what has taken place in the group/visit since then;
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of safeguarding systems happened.
- If the incident warrants a police investigation all staff cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children’s 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: [Attendance Policy](#), [Attendance Guidelines – Fulham](#), [Educational Visits and Off Site Activities Policy](#), [Safeguarding and Child Protection Policy](#).

| This policy will be reviewed annually and/or when needed | | | |
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| Created: January 2009 | By: | Paul Wild, Deputy Head teacher and H&S Co-ordinator | |
| Latest Review: September 2019 | By: | Lee Walters, Assistant Head and H&S Co-ordinator | No changes made |
| Next Review: September 2020 | By: | Lee Walters, Assistant Head and H&S Co-ordinator | |