



THOMAS'S CLAPHAM LOST CHILDREN 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:

- At the start of the school day at 0830. Registers to be completed by 0845.
- At the start of afternoon lessons at 1330. Registers to be completed by 1340.

Registers are checked in the Office for absences. Where communication has been received requesting absence 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 games, trips *etc* the Trip leader takes a register and informs the Office of any absences.
- Outings are recorded in a trips record file stating:
 - the date and time of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- Staff members take a list of children's contact details with parent/carer details, numbers and emergency numbers, 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 and the school should be phoned.
- 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 by pupils is not allowed except for Year 6–8 where communication applying for permission to walk home must be submitted. A central list of approved students is published to staff.
- Pupils are expected to attend lessons promptly.
- All members of 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 classroom by staff.

4. Risk of Kidnapping

Security is constantly under review. Procedures are as follows:

- Visitors sign in and wear identity badge.
- Members of staff challenge unfamiliar faces.
- Access to the buildings is restricted during the school day.
- Any missing pupil will result in procedure as outlined in section 5.
- No trip should take place without a written risk assessment having been completed which identifies appropriate supervision ratios.

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

- A thorough search of the school is made of the school including playground & play equipment. A sweep is made of the school to check whether they are attending SEN class, music lesson or other activity.
- The register is taken.
- The school is evacuated and a roll call taken.
- The police are called 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 or 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 person in charge is informed, if s/he is not on the outing and makes 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 situation occurred.
- 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: [Attendance Policy](#), [Attendance Guidelines – Clapham](#), [Educational Visits and Off Site Activities Policy](#), [Safeguarding and Child Protection Policy](#)

This policy will be reviewed annually and / or when needed			
Latest Review: May 2017	By:	Jon Chesworth, Deputy Head – Community & Welfare and H & S Co-ordinator	No Changes
Next Review: May 2018	By:	Jon Chesworth, Deputy Head – Community & Welfare and H & S Co-ordinator	