

NORTON PRIMARY ACADEMY



EY Lost Child Procedures

Autumn 2015

Early Years Lost Child Procedures

Procedures aimed at reducing risk of a missing pupil

- All staff *must* ensure that the gates/doors to any outside area are locked when children are playing outside
- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa
- Staff mark registers promptly and accurately – mornings and afternoons
- Updated contact information for parents and carers is sought and maintained
- Ensure that staff have clear and safe procedures for welcoming and dismissing children through the exit doors
- If children leave Nursery / Reception to work in other parts of the school ensure that adequate supervision is maintained at all times and all children are accounted for on return
- Thorough risk assessments and adequate staff/pupil ratios (no less than one staff member to 8 pupils) are provided when children leave the school premises
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school - a record should also be given to the academy office

In the event of a member of staff fearing that a child has gone missing while at school in Early Years:

- Member of staff who has noticed the missing child will calmly inform Nursery / Reception teacher and the Early Years lead
- Staff will promptly but calmly round up all children to a pre-arranged area and a designated member of staff, not the leader, will read the group a story
- The teacher will count and name check all the children present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the early years area and notify the teacher if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the unit. If something is discovered this needs to be drawn to the attention of the teacher immediately
- If the child has not been found by the time the register check is completed the leader will notify the Principal or next most senior member of staff
- The Academy Critical Incident plan 'Lost Child procedures' will be activated – see below
- The safety and care of other pupils is paramount so the security of the unit and the number of staff remaining to supervise the other children in the area must be adequately maintained while the search continues

Finding a Missing Pupil [Action Card ER/06]

Record of Attendance

Registration: The academy is required to take a register on a twice-daily basis, which forms the basis of the record of attendance for use in day-to-day management and emergency situations such as fire evacuation. This enables teachers (perhaps more so in Nursery, Primary and Special Schools) to have the fullest appreciation of those pupils that are present during the current academy day.

Missing Pupil: If a teacher becomes aware that a pupil cannot be accounted for, it is imperative that appropriate action is taken in a timely manner to confirm whether there is a legitimate reason for such absence or a search is initiated to return the pupil to the classroom environment.

Pupil Leaving Academy Premises without Permission

Given that egress from academy buildings is controlled through the main entrance monitored by the Academy Office, it should be difficult for pupils to leave academy premises without permission or escort by a member of academy staff or a parent/carer.

If it is suspected that a pupil has left academy premises without permission or a member of public reports that they have seen an unaccompanied pupil outside academy at an inappropriate time, a check should be made that all pupils can be accounted for or an appropriate reason is available for absence.

If this check confirms that a pupil is missing, all remaining pupils should remain with their class teachers and support staff / non-class based staff are released up to the maximum number of staff members to search likely areas within academy grounds and beyond where a pupil may go (including their home or the homes of other family members).

Contacting Parents/Carers: Early contact should be made to establish whether the pupil has already returned to their parents/carers or identify likely locations where the pupil might be heading. Given the exposure to public scrutiny and criticism such incidents may cause, the relationship with parents/carers will need to be handled in a sensitive manner. Parents are asked to contact the Academy immediately if the pupil returns home.

Contacting Cleveland Police: Early contact should be made to report an incident and seek appropriate assistance.

Safeguarding: It is recommended that the NET lead for Safeguarding should be notified and asked for assistance in addressing the consequences of an incident where a pupil leaves academy premises without permission.

Pupil Hiding within Academy Premises

If a pupil cannot be accounted for, it is possible that they may be hiding in a cupboard or storage space within academy premises.

In such circumstances, all remaining pupils should remain with their class teachers to free up the maximum number of support staff / non-teaching staff members to search academy premises.

Pupil Lost on Educational Visit or Academy Journey

Regular head counts are a standard feature of any educational visit or academy journey. If a pupil is reported missing, the Group Leader should co-ordinate the search in a manner consistent with the contingency plan for the visit/journey.

Pupils will have been given guidance as to what to do if they become separated from the group.

End of Card

