

**QUEEN'S COLLEGE PREPARATORY SCHOOL**  
**(including Early Years Foundation Stage)**



**Lost Child**

***POLICY DOCUMENT***

## LOST CHILD POLICY

### **Children must be supervised at all times**

The primary principle laid down in the Children Act - **the welfare of the child is paramount** - must be kept in mind at all times.

### PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

- Only authorised persons have the security code to gain entry to the school building
- As girls arrive at and depart from the building staff are on duty at the front doors
- Front doors are opened and closed by members of staff only
- Forms are registered promptly at the beginning of the morning and afternoon sessions
- Parents are responsible for informing the school of any changes to the handover procedures at the end of the school day
- When leaving the school building for the Garden or elsewhere the girls are counted
- Teachers have mobile phones when outside the school building and these contact numbers are readily available in school
- When children are walking to and from the Garden or elsewhere there is the necessary adult supervision
- The Garden is a secure play area that can only be accessed by key
- Before leaving the Garden the girls are counted

- Girls can only leave the building at the end of the day when the parent/carer has been sighted by teacher and/or classroom assistant
- This policy is reviewed each year by the Council of Queen's College at its Annual General Meeting

## **LOST CHILD PROCEDURE (IN SCHOOL)**

In the unlikely event of a child going missing in school the procedure is:

- **STAY CALM** and instigate a search of the immediate area in particular areas such as toilets, cupboards and other areas of a size capable of hiding a child
- Check the doors, reception and CCTV records for signs of entry/exit
- If the child cannot be located then the Headmistress and Deputy Head must be informed that a child is missing. If both are off site then the person who is acting on their behalf must be informed
- The senior member of staff present arranges for all the other children to be satisfactorily supervised
- The Extended Leadership Team are to check premises thoroughly, including classrooms, storage areas and streets directly outside the school
- Enquiries to be made through other adults within the school and nearby vicinity
- One or more member of staff to be delegated to check local roads

If the child is still missing then the following procedure must be followed:

1. Parents must be contacted at this stage by the Headmistress or most senior member of staff available

2. Inform the Police on the number held in the office who will advise on next stage
3. Re-check all venues
4. Check by phone and/or mobiles all adults – first staff and then parents – who have recently left the premises
5. A complete account of the incident must be recorded in the Incident File
6. Staff should not speak to anyone who has no need to know or who might be a member of the media, and under no circumstances should the name of the child be divulged to any such person
7. Legal liability should not be discussed with or admitted to anyone

**IF A CHILD HAS BEEN REMOVED FROM THE SCHOOL BY AN UNAUTHORISED PERSON CONTACT THE GIRL'S PARENTS AND THE POLICE IMMEDIATELY**

### **LOST CHILD PROCEDURE (OUTSIDE SCHOOL)**

To ensure safety on School Trips the following measures must be taken:

- All children have to have a trip consent form before being allowed on a trip
- These are held in the office
- Contact details for parents/carers to be taken on the trip so that they can be contacted in an emergency. The group leader will have a copy of these and will ensure Form Teachers have them as well
- On trips away, children will be divided into groups. The arrangement of the groups will be decided by the nature of the trip

- Each adult in charge of a group will have details of which children they are responsible for
- The children will be given a lanyard with the school's name and contact number on them
- All children will be told to stay with the adult and not to stray or go anywhere unaccompanied. If they need the loo they must ask and be taken with the group by the adult in charge
- A regular headcount will be taken of the group
- The children will be told what to do if they become separated from the group. This will depend on the nature of the trip being taken but in general it will involve telling the children to:
  1. Stay where they are as someone will come back to look for them
  2. Look around to see if they can see the group or another group from the school
  3. Not to go with anyone even if they tell you they know where to find the teacher or adult they were with

In the unlikely event, when taking a headcount, a child appears to be missing the procedure is:

- **STAY CALM** and ensure the Group Leader is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, Queen's College Prep will be contacted and the Police will be called

- The group leader will be prepared to give the following information:
  1. The Group Leader's name
  2. What has happened
  3. Name, age and address of the child
  4. Time of the incident
  5. Any special medical or learning needs
- QCPS will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child
- A search will continue to happen after calling the police and the school
- The teacher/adult involved will complete an Incident Form as fully as possible
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
- Legal liability should not be discussed with or admitted to anyone

## **TELEPHONE NUMBERS**

SCHOOL 020 7291 0660