

Procedure for dealing with a lost child

St Patrick's Catholic Primary School and Community Nursery is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers share this commitment.

In the unlikely event of a child going missing:

From School:

- The member of staff who discovers the apparent missing child will alert the rest of the team and the School Office who will, in turn, alert all staff in school, primarily the senior person in charge at the time. The search will take precedence over all other activities, whilst ensuring the safety of all children in school.
- All inside and outside areas will be thoroughly searched, including cupboards, toilets and sheds, ensuring all gates are still secured.
- If the child has actually escaped the Police will be called.

Go to section labelled Police involvement.

From a Trip:

- If a child manages to run off the member of staff responsible will give their other child to the group.
- The group will remain calm, reassure the children and return to the vehicle.
- The member of staff will pursue the child whilst in sight. If they lose sight of the child they will use their mobile phone to contact the Police and to inform the group leader who will contact the Office staff at the School.
- If in an area with their own security systems (e.g a shopping centre) alert them to the loss.
- The School Office staff will contact the parents.

Police involvement and following procedures:

- As soon as the police arrive a member of staff will liaise with them to assist with their search.
- Staff will ensure other children are kept safe and reassured and if offsite return to School leaving one member with details to liaise with the Police.
- The School Office Staff will contact the Parents and inform them of the situation and outcome.
- Involved staff will write a report, signed and dated. A copy of this will be sent to the parents, Ofsted, the LA, the Chair of Governors and filed. A report will be made to the Governing Body.
- Ongoing risk assessments will be carried out and an immediate review would take place after the incident.

Success Criteria:

- Children partaking in any School activity will remain safe and secure.
- Escaping children will be recovered quickly and easily.
- It will not be necessary to call the Police.
- Police will find our staff helpful and cooperative in a difficult situation.
- Risk assessments will prevent child loss on/off site.

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