

# Michael Hall

a Steiner Waldorf School

## Lost Child Policy On and Off Site

<b>Policy Owner</b>	<b>Safeguarding Team</b>
<b>Formally endorsed by</b>	<b>Designated Safeguarding Lead</b>
<b>Endorsement Date</b>	<b>Jan 2020</b>
<b>Next Review Date</b>	<b>September 2020</b>

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## POLICY STATEMENT

Safeguarding our children means holding their safety and wellbeing in the heart of the School and this means, amongst other things, vigilant supervision, adherence to relevant Policies and risk assessments and a clear understanding of the processes to be followed should a child run away or go missing whilst in our care. In writing this policy the East Sussex runaway and missing from home and care guidelines have been taken into account.

Training is crucial to the effective management of lost and runaway children. It is the responsibility of the Faculty Chairs to provide termly reminders of the lost child procedure to all Teachers at Faculty meetings. It is the responsibility of the Bursar to ensure termly reminders to non-teaching staff. This training is detailed below.

In the event of a lost child incident the Lost Child Team (First Aid, Reception and the Maintenance Manager) will follow the following procedure.

### On Site Procedure

#### Start of Day

In the event of a child being unaccounted for the parent will be telephoned. If the parent cannot account for their child the delegated Lost Child team are notified via radio. A search of the premises and immediate vicinity begins. If the child is not found in the vicinity within the allotted time frame (see below), the police and Safeguarding Team will be notified.

#### During the Day

If a child is noted to be missing and unaccounted for, one of the following procedures is put into place:

#### *Kindergarten:*

- First Aid Room staff (or Reception) are notified. A circuit check is made of the immediate vicinity by the Kindergarten assistant.
- The First Aid Room staff/Reception contact the Lost Child team via radio. At this point the team agree delegation of duties and responsibilities; who will coordinate the team and contact the police.
- The Maintenance Manager and the maintenance team undertake a search of the grounds and vicinity.
- If the child is not found in the vicinity within 10 minutes, the delegated person will notify the police and Safeguarding Team. At this point the parents are also notified.

#### *Lower Middle and Upper school:*

- The Teacher in charge notifies the First Aid Room staff (or Reception).
- The First Aid Room staff/Reception contact the Lost Child team via radio. At this point the team agree delegation of duties and responsibilities; who will coordinate the team and contact the police.

- The First Aid Room staff then make a circuit check of the Lower and Middle School toilets, Teachers' Room and Library.
- The Maintenance Manager and the maintenance team undertake a search of the grounds and vicinity.
- Reception emails all staff and designates a member of the admin staff to check the mansion.
- If the child is not found in the vicinity within 20 minutes, the delegated person will notify the police. At this point the parents are also notified.

*Upon the child being successfully located:*

- All delegated Lost Child team are notified via radio.
- Reception email all staff. The delegated person will inform the police and parents, if they had previously been notified of the child being missing.
- An incident report is completed.
- The incident is reviewed by the Safeguarding Team and any arising issues relating to Safeguarding, discipline, Health and Safety and Pastoral care are communicated to the relevant department.

#### **Off Site Lost Child Procedure**

- Immediately upon noticing a child is missing from the group the Trip Leader will be informed.
- The Trip Leader ensures a circuit check is made of the immediate vicinity, whilst all remaining children are looked after in a supervised group.
- If possible, the last place the child was seen in will be checked.
- If the child is not found within 10 minutes of noticing they are lost, the Trip Leader will notify the Police and the School. At this point the parents will also be notified.

When found

- All staff on the trip including the Trip Leader are notified via telephone or face to face (whichever is quickest)
- The delegated person will inform the police and parents, if they had previously been notified of the child being missing.
- An incident report is completed.
- The incident is reviewed by the Safeguarding Team and any arising issues relating to Safeguarding, discipline, Health and Safety and Pastoral care are communicated to the relevant department.

#### **Lost Child Procedure Awareness Training**

The following termly training of staff will be provided by the Faculty Chairs:

*Lower, Middle & Upper School:*

- A review of the Lost Child Procedure.
- A reminder for teachers to be aware of seasonal risks during expeditions, walks and outdoor lessons within the school grounds, and to complete seasonal risk assessments to reflect this.

- A reminder that all teachers must have the Lost Child Procedure telephone numbers from the First Aid kit sheet in their mobile phones.
- Teachers are reminded that in the event of a pupil arriving late or during a lesson/activity they should ensure that they have reported to Reception on arrival.

*Kindergarten:*

- A review of the Lost Child Procedure.
- A reminder for Teachers to be aware of seasonal risks during expeditions, walks and outdoor lessons within the school grounds, and to complete seasonal risk assessments to reflect this.
- A reminder that all Teachers must have the Lost Child Procedure telephone numbers from the First Aid kit sheet in their mobile phones. If two teachers/assistants are with the class then each should carry a phone with the appropriate numbers inserted.
- A reminder that, to facilitate clear lines of communication, two mobile phones (one for each teacher and one for an assistant) are to be carried on walks outside of the kindergarten boundary.
- A reminder that each kindergarten group are to be taken down to the Mansion Reception once per term and reminded that the Reception is the place to go if they ever get lost.
- A reminder for teachers and assistants to be aware of stories about or games of running away, and to ask parents to let the them know if there is a tendency that children may run, hide etc.
- A reminder for teachers and assistants to do frequent head counts.

*Non-Teaching Staff:*

A review of the procedure involving any relevant staff involved in the Lost Child Procedure to include Reception, First Aid and the Maintenance Manager.

**Relevant Policies:**

Child Protection and Safeguarding Policy  
Health and Safety Policy