

Berridge Primary & Nursery School



Left Child/Missing Child Policy

To be reviewed by Governors

Date: Spring 2028



Berridge Primary and Nursery School

Left Child/Missing Child Procedures and Policy

The purpose of this policy is to give all staff, both teaching and non-teaching a clear understanding of how to respond, and who to inform should they discover a child is missing. The aims of this policy are to:

- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

1. Measures in Place

The following measures are in place to ensure that your child remains safe whilst in school: -

- Registration at the beginning of each session - morning and afternoon.
- Regular head counts, particularly when children are out of school on visits.
- Close supervision of all groups of children by all members of staff with adequate ratios for supervision being met at all times and often exceeded.
- Secure doors, only accessible with a key fob from the inside and outside.
- Inner perimeter and outer perimeter gates locked during main school hours.
- Additional supervision at key times in the day of entry to and exit from school
- Staff members on the playgrounds at the beginning and end of the day.
- CCTV in operation around the school site.
- Children only allowed to leave the premises with a named adult at Bobbers Mill site. Children leaving school with a named adult during the main school day signed out at Reception on both sites. Any change of routine needs to be discussed with a member of staff prior to collecting the child. Staff will seek confirmation via a telephone call to the usual carer if they have not received written or verbal permission prior to collection.
- End of the day at Bobbers Mill site one adult stands by the open door, whilst the children are sat on the carpet in the classroom. When the adult sees a named adult for a child they then call the child to the door to leave with the named adult.

- Parents of KS2 children to allow children to walk home on their own at the end of the day providing consent is given.
- At least one member of SLT is on the playground at the end of the day with the teachers. They will ensure that the playground gate is locked after the children have left.
- Any children who have not been collected by 10 minutes after the end of the school day will be taken back into school where at Brushfield they will be supervised in reception until an adult comes to collect them and at Bobbersmill kept in their classroom. The offices will contact the child's adult to come and pick their child up.

2. Risk Management – Key Points

Individual Risk Assessment. In the event of a pupil being identified as being at particular risk of running away, an individual risk assessment will be carried out in consultation with the SENDCo and teaching staff.

Communication and Information Sharing. The risks and risk-management measures will be shared with all school staff through the regular briefing meetings.

Identifying and Managing the Greatest Risks First. _The most serious risk to a missing child is outside the school grounds, in particular, the risk from traffic on nearby streets. Urgent priority must be given to searching nearby streets and this should be done without delay.

3. Missing Child

In the event of a child becoming missing during the school day the procedure is as follows: -

- Member of staff notifies the School Office and seeks support of additional staff members - administrative and site management staff will be notified immediately.
- School building and grounds (including car park and fields) to be searched systematically.
- All teaching staff to be notified in order to remain alert.
- Any additional support staff will be allocated to the task of finding the child, including checking nearby streets.
- CCTV to be checked for last known sighting of the child - Office Staff.

- If the child is not found within 10 minutes the parents will be informed.
- Police to be contacted.

In the event of a child becoming missing after the school day the procedure is as follows: -

- Member of staff notifies the School Office and seeks support of additional staff members - administrative and site management staff will be notified immediately.
- School building and grounds (including car park and fields to be searched systematically)
- All teaching staff to be notified in order to remain alert.
- Any additional support staff will be allocated to the task of finding the child, including checking nearby streets.
- CCTV to be checked for last known sighting of the child - Office Staff.
- If the child is not found within 10 minutes the parents will be informed.
- Police to be contacted

4. Left Child

In the event of a child being left at school at the end of the school day the following procedures apply: -

- School Office to contact parents/carers 15 mins after the end of the school day if no contact has been made. Other contacts on Arbor will also be contacted.
- School Office to continue to make contact every 10 mins after this time.
- After 30 minutes School Office to make Head Teacher/ Deputy Head aware of situation.
- All calls to be logged on Arbor.
- 5.00pm - after trying known associated adults/families - Head Teacher/ Deputy Head to decide about calling Social Care and follow through with the decision made. School may take a child to the police station after 5pm if concerned.
- A child who is left at the end of the day will stay with an adult.