

# Windy Nook Primary School – Lost Child Policy

## Policy Statement

At Windy Nook Primary School, the safety and wellbeing of every child is paramount. This policy outlines the procedures to be followed in the unlikely event that a child goes missing, either from the school premises or during an off-site activity. It reflects our commitment to safeguarding and aligns with current statutory guidance and best practices.

## Aims of this Policy

- To ensure robust procedures are in place to minimise the risk of a pupil going missing.

- To establish clear safeguards for quickly identifying and responding to a pupil’s absence.

- To outline the steps staff must take, including notifying parents and external agencies, when a child is missing.

## Related Policies

This policy should be read in conjunction with:

- Windy Nook Primary School’s Safeguarding and Child Protection Policy

- Staff Handbook

- Educational Visits Policy

- Updated Keeping Children Safe in Education (KCSIE) guidance

## Safeguarding Context

A missing child is a safeguarding concern. All staff must treat such incidents with urgency and report immediately to the Designated Safeguarding Lead (DSL). At Windy Nook Primary, the DSL is Lucie Forrest, supported by the Deputy DSLs. (Catherine Ramanandi, James Brown, Jemma Traynor, Andrea Preece and Christina Turnbull)  
  
Children may go missing for various reasons, including confusion, distress, or as a result of abuse or neglect. Our safeguarding response is trauma-informed and child-centred, ensuring the child’s safety and emotional wellbeing are prioritised.

## Procedures

### 1. During the School Day

- Conduct an immediate search of the area. (Take mobile phone)

- Consult with staff and check timetables, registers, and email records.

- Notify the DSL and SLT.

- Contact parents calmly and sensitively.

- If the child is not found, escalate to the police and record all actions taken.

### 2. At Collection Time

- Check after-school club registers and off-site activity schedules.

- Confirm collection arrangements with parents or carers.

- Follow the same escalation process as during the school day if the child remains missing.

### 3. Pupils Travelling Home Alone

- Verify parental permission for independent travel.

- Contact peers and staff for last known sightings.

- Notify parents and the DSL immediately.

### 4. Off-Site Activities

- Conduct a headcount and search the immediate area.

- Notify venue staff and follow their safeguarding procedures.

- Inform SLT and parents.

- Contact the police if the child is not found promptly.

## When the Child is Found

- Notify all relevant parties.

- Offer support to the child and assess any safeguarding needs.

- Debrief staff and pupils involved.

- Record the incident and review procedures to prevent recurrence.

## Formal Investigation

- Led by the Headteacher and Chair of Governors.

- Incident reports collected from all staff involved.

- Liaison with police, social services, and other agencies as needed.

- Report to HSE under RIDDOR if applicable.