



Grange Academy

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Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 37: No one is allowed to punish you in a cruel or harmful way.

Lost Child Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Rachel Timms - Headteacher

Date: May 2026

Approved by: SLT

Date: May 2026

Review Date: May 2027

The safety of our pupils is our priority at all times, including whilst they are in our care at school. This Policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Responsibilities

- It is the Head teacher's responsibility to ensure that all relevant staff are aware of this policy, are aware of their responsibilities, expectations, and the procedures to follow.
- It is the responsibility of all staff to read and follow this policy.
- It is the responsibility of parents/carers to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of the child at the beginning and end of sessions.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

Procedures aimed at reducing risk of a missing pupil

Start and end of the Day

- Parents/Carers are fully aware of the points at which responsibility for the care of their child passes to staff and vice versa at the end of the day.
- Pupils become the responsibility of staff when they enter school premises; they become the responsibility of parents/ carers (or transport staff) when they leave site at the end of the day.
- SLT and named staff ensure pupils leave their families or the taxi/ minibus and enter the school site.
- Those needing 1:1 are collected and supported by staff to go to class.
- Staff mark registers promptly and accurately – mornings and afternoons.
- Any pupil who is absent with no reason will have a phone call home by 9:30 at the latest to check why they are not in. Those who walk alone will be called sooner. Office staff are aware who these pupils are, class teachers make the office aware that a child has not arrived.
- At the end of the day, bus route groups are escorted to buses and staff/ escorts ensure they are on the correct buses, ensuring all pupils are accounted for.

School gates

School gates are securely locked after transport has arrived (by 9am at the latest). Staff stand on the gate when this is open, ensuring no one unexpected enters or leaves.

Outside Time/Lunch/Playtime

- When children are outside, they are protected by fencing and are supervised by an adult.
- PAXTON doors ensure pupils cannot leave buildings without staff.
- Pupils move round the school grounds with adults, no child is unsupervised unless it is a planned work experience activity requiring them to move independently around school. In this instance staff know their whereabouts at all times.

Visits

Thorough risk assessments and adequate staff/pupil ratios, linked to pupil SEND needs are in place for all trips. Registers of those attending trips are put on the Trips Portal – Evolve and at the school office prior to any trip going out.

Mobile phones taken on every visit and mobile contact numbers left at school.

Sixth Form

Pupils in Sixth Form and Year 10/11 in the summer term are allowed to go off site independently (with parental permission) at lunchtime. If they do not return by the agreed time (! pm) the lost child policy will be initiated.

Procedures in the event of a child going missing or not being located

- Member of staff who has noticed the missing child will calmly inform the office and SLT using the phones.
- Whilst maintaining calmness for all pupils, all other available staff will conduct a thorough search of the premises and notify the office and SLT immediately when the child is found.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted/closed and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the Headteacher/ Deputy Headteachers immediately.
- If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified calmly by the office team. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted but in most cases this will be at the same time as notifying the parents i.e. after 10 minutes. When contacting parents or carers please ask them to bring with them a recent photograph of their child or one can be provided from SIMS.
- If the Headteacher is off site, the office will inform them via the phone at this point.
- The Headteacher will inform the CEO.
- Staff must be prepared to give a clear summary of the child's EHCP needs to the police. SLT will provide reassurance to the family.

If the event of a member of staff fearing that a child has gone missing while off school premises:

- Visit leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.

If the child is not found within 5 minutes

- Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Any event requiring the 'Missing Child' steps to be instigated will result in a full investigation led by the Deputy Headteacher.