



*Lochgoilhead Primary School and ELC*

# Lost child Policy

This policy was adopted by:

*Lochgoilhead Primary School and ELC*

On Friday 3<sup>rd</sup> May 2024

Signed: Louise Blair      Designation: Head Teacher

Articles of the UNCRC ([the UN Convention on the Rights of the Child](#))



**Article 3 Best interests of the child**

**Article 5 Family guidance as children develop**

**Article 12 Respect for the child's views**

**Article 24 Health, food, water and the environment**

## Health and Care Standards

### (Health and Social Care Standards - My support, my life.)

3.23 If I go missing people, take urgent actions, including looking for me and liaising with the police, other agencies and people who are important to me.

4.11 I experience high quality care and support based on relevant evidence, guidance and best practice.

4.14 My care and support is provided in a planned and safe way, including if there is an emergency or unexpected event.

## **Statement of Purpose**

We recognise that children reach developmental milestones at varying chronological ages

It is important that all members of staff have a clear understanding of their role ensuring the safety of all children in their care within the ELC and Primary settings. Safe practices are vital to eradicate the risk of children being lost whilst in the care of our staff.

This guidance is also relevant when children are within our setting and out with our setting whilst on trips or outings.

Throughout this guidance the term **parents** is used to include all main caregivers.

## **Responsibilities**

Staff should ensure children feel safe and secure throughout day. Staff know where children are all times of the day. Staff should inform Head Teacher (Mrs Blair) immediately if they know or have been made aware a child is missing.

The chances of finding a missing child are increased if the child's absence is reported as soon as possible.

All staff involved in these procedures will have a full disclosure check as part of the Protection of Vulnerable Groups (PVG) scheme.

## **Possible situations where a child could be lost:**

There are a limited number of situations where a child could be lost, and these are:

- Where a child wanders off on a ELC or Primary School outing. (see Guidance on Trips & Outings)
- Where a child cannot be found within the ELC or Primary School areas. • Where a child escapes from the garden or front door.
- Where a child is taken from the nursery by an unannounced or unapproved adult. (Health and Safety & ELC Collection of Children)

## Lost Child Procedures

**The children's safety is paramount within the setting. If a child is feared missing the following procedures should be followed:**

- Staff member must inform the Head Teacher immediately. Staff member will detail specifically when and where this child was last seen.
- Other staff members to be informed in case they have seen the missing child.
- Immediate notification to the Police should be made once a thorough initial search of the setting has been made, and attempts have been made to ascertain whether a family member may have collected the child, or whether the child has made their own way home.
- Head Teacher (and designated staff) will be involved in coordinating the search which will include all areas within the setting and the immediate surrounding area.
- Notify the child's parents immediately ensuring they know when and where the child was last seen, what has happened and if you need them to do anything to assist in the search. Head Teacher should reassure the parents/carers providing support and advice.
- Staff continue to search, opening the area, keeping in touch with a mobile phone with each other in case the child is found by a staff member.
- When the situation has been resolved all members of staff should review the reasons for it happening and ensure safety measures are taken to ensure that it does not happen again.
- To maintain trust with the parents/carers, an honest account of what happened must be shared with the parents/carers. Actions to ensure safety must be added to the PERS100 form which should be submitted to Health and Safety within Argyll and Bute Council.
- This incident must be recorded as an incident and reported to the Care Inspectorate as soon as possible if this is a child in the ELC.
- A PERS100 record of any incident must be made in the School or ELC incident book and where police have been contacted the manager should also inform the Care Inspectorate Officer for the setting, if it is a registered day care service. The incident needs to be reported to the Care Inspectorate within 24 hours through e-forms notifications. All details should be clearly shared through this report.
- Staff members will be asked to detail the information they know which led up to the incident and during this incident. All information should be included in the PERS100 above.
- Parents/Carers may raise a complaint regarding their child in the ELC through Early Years or the Care Inspectorate. The Head Teacher should assist with information gathered by Early Years or the Care Inspectorate.
- Parents/Carer may raise a complaint regarding their child in the Primary with a Senior manager in Argyll House. The Head Teacher should assist with information gathered by a Senior Manager in Argyll House.
- The Breach of Safety is investigated by the Head Teacher or other Senior

managers to ensure this is an isolated incident.

- If the incident has involved police, they will handle the all aspects of interviewing. All Education staff will cooperate fully with all investigations.

**Please note: Remember the safety of the other children, regarding supervision and security. Staff should ensure that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, garden and immediate vicinity.**

### **Monitoring of this Policy**

It will be the responsibility of Louise Blair (Head Teacher) to ensure that all staff, including new or temporary staff, are familiar with this policy and to monitor that it is being implemented. Staff should know and implement this policy in their practice. Parents and carers will be made aware of this policy through the parents' handbook and the enrolment procedure.

The policy will be reviewed annually to ensure that all records are relevant and up to date.