

Policy On Lost Children



Newlands Junior School
We are Proud

September 2025

The Law requires that our school has a policy on dealing with lost children. We wish to reassure parents that this is an extremely rare occurrence and the school takes children's safety and security very seriously.

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
- 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.
- School boundaries are checked on a regular basis to ensure security fences are not damaged
- Additional supervision at key times in the day – entry and exit to school
- Children will only be allowed to leave with a named adult. Any changes of routine need 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.

In the event of a child becoming lost the procedure is as follows:

- Member of staff notifies the school office and seeks support of additional staff members. Administrative and caretaking staff will be notified immediately.
- School gates to be checked in order to prevent the child from leaving the premises.
- School building and grounds (including the car park and fields) to be searched systematically.
- All teaching staff notified in order to remain alert. Any additional support staff will be allocated to the task of finding the child.
- If the child is not found within 10 minutes the parents will be informed.
- If the child is not found within 15 minutes the police will be informed. This will be done by a member of the senior leadership team.
- Following the incident parents should be informed and a record of the incident logged and signed by a member of the senior leadership team and the parents.
- Health and safety procedures will be reviewed following an incident of this type.

Adequate staffing ratio should be maintained for the rest of the children.