

The St Michael Steiner School
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Lost child Policy and Procedure

Early Years Policies

Cottage kindergarten

This is located in a fenced and gated garden adjacent to the main school car-park and building. Children are brought into the building by their parents/carers and signed in and out at the beginning and end of each session. Additionally, a school register is taken each morning and all kindergarten staff keep themselves informed of the number of children present. During the school day, the main school gate is locked between 9am and 2.50pm and the pedestrian gate locked except during lower school break times.

Children are not allowed to leave the kindergarten garden with anyone other than a named person for that child, (other than two older children taking an occasional message to Reception under the watchful eye of the kindergarten staff from the garden). If, at home time, a parent wishes to take a child other than their own, staff will ring the child's parents to check. If that child's parents cannot be reached, the child will remain with kindergarten staff until their parent can be contacted.

School kindergarten

This is located in the front section of the main school building. The front door to the school is always kept closed (it is a fire exit so cannot be locked/bolted). The kindergarten door has a high handle which children cannot reach. There is another door from the kitchen which is kept closed at all times and which also has a high handle that children cannot reach. Children are brought into the room by their parents/carers and signed in and out at the beginning and end of each session.. Additionally, a school register is taken each morning and all kindergarten staff keep themselves informed of the number of children present. Children need to leave the room to go to the toilet along the corridor. At these times they are watched from the kindergarten door by a member of staff. Children need to leave the room to put on their outside clothes. At these times, kindergarten staff keep a watchful eye on the children, who bring their outdoor clothing into the room to get changed. Children are counted by kindergarten staff before leaving for the garden or for a walk.

Children walk through the school building to access the garden. They are always accompanied by a member of staff.

Missing Child On School site:

Once it is established that a child is missing from the group (e.g. out of sight for more than 5 minutes), all children are gathered in the garden or kindergarten room (depending on where they all are), and play group games to keep together and relaxed. Staff to remain as calm as possible and staff ratios endeavour to be maintained.

A second 5-minute search will be undertaken by one or two staff members inside and outside kindergarten and school building and school Reception informed immediately.

If child is not found after second timed 5-minute search, Kindergarten teacher to call Emergency Services/Police/999.

Staff to proceed following police advice.

If situation demands it, all parents will be called and children to be collected early.

Staff will co-operate fully with Police and St Michael Steiner School investigations.

Off site missing child

On walks, we maintain a ratio of 1:8 children.

A risk assessment has been written for taking children on walks in the park.

Children are reminded to stay within eyesight of an adult.

All children wear hi-viz jackets with the school name & logo on the back.

Once it is established that a child is missing from the group (e.g. out of sight for more than 5 minutes), all remaining children to be gathered with two staff members and play games to keep relaxed. Staff to remain as calm as possible and staff ratios maintained where possible.

One or two staff members (if possible 2) leave group to look for child.

If child is not found after further 5 minute search, Kindergarten teacher will call/inform School Administrator/Secretary and Emergency Services giving location. Staff will co-operate fully with Police and St Michael Steiner School investigations.

Current review August 2016

Next review August 2017