

## The St Michael Steiner School Early Years Lost child Policy and Procedure

### **Cottage kindergarten**

This is located in a fenced and gated garden adjacent to the main school car park and building. Children are brought to the kindergarten by their parents/carers (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. The pedestrian gate is locked except during drop off and pick up times. The gate is supervised during these periods by a member of staff.

Children are not allowed to leave the kindergarten garden with anyone other than a member of staff, their parents/carers or a named person for that child. Two older children may occasionally go 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, if the child's parents have not notified the school, staff will ring the child's parents to check. If the 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 to the kindergarten by their parents/carers (signing 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 children are supervised by a member of staff. Children need to leave the room to get their outdoor 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 from the kindergarten in the main building walk around the school building to access the garden. Children are always accompanied by a member of staff and hold a rope.

Please see Risk Assessments for school buildings and grounds.

### **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 members of kindergarten staff will be informed. 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 endeavoured to be maintained.
- A second 5-minute search will be undertaken by one or two staff members inside and outside the kindergarten and school building and the school Reception informed immediately.
- If child is not found after a second timed 5-minute search, the kindergarten teacher to call Emergency Services/Police/999. The teacher or school receptionist to call the child's parents.
- Staff to proceed following police advice. Staff will stay in contact by mobile phone. Staff will stay in contact with reception by phone at regular intervals.
- If the situation demands it, all parents will be called for all children to be collected early.
- Staff will cooperate fully with Police and The St Michael Steiner School investigations.

### **Off-site missing child**

- On walks, we maintain a ratio of 1:8 children (more adults if required) .
- A risk assessment has been written for taking children on walks in the park.
- Children are reminded to stay within the 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 endeavoured to be maintained.
- One or two staff members (if possible 2) leave group to look for child.

- If child is not found after a further 5 minute search, the kindergarten teacher to call/inform the School receptionist and Emergency Services giving the location. One teacher to call/inform the child's parents.
- Staff to proceed following police advice. Staff will stay in contact by mobile phone. Staff will stay in contact with school reception by phone at regular intervals.
- If the situation demands it, all parents will be called for all children to be collected early.
- Staff will cooperate fully with Police and The St Michael Steiner School investigations.

When the situation has been resolved, members of staff should review the reasons it happened and take every reasonable step to ensure that it does not occur again.