

**Footsteps @ St Joseph's Catholic Primary School**

***Gipsy Lane, Bracknell, Berkshire, RG12 9AP***

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### **Lost Child Policy**

Adopted by the Resources Committee

at its meeting on: 20<sup>th</sup> January 2026

Signed:

A handwritten signature in black ink, appearing to read 'Stephen Kemp', is written over a light grey horizontal line.

Name: Stephen Kemp

Position: Resources Committee Chairs

Date: 20.01.2026

Review Date: January 2027

Responsibility: Resources Committee

***If you would like help understanding or translating this policy, please contact the school office.***

**TEL: 01344 425246**

**EMAIL: [secretary@stjosephsbracknell.co.uk](mailto:secretary@stjosephsbracknell.co.uk)**

***“Growing together with Jesus in our hearts, heads and hands.”***

## **Statement of intent**

Should a child become lost the following action should be taken:

- The member of staff who first becomes aware that a child is missing must immediately alert the designated leader on duty.
- The leader will make urgent enquiries with relevant members of staff to establish when and where the child was last seen .
- The Nursery will immediately inform the Head Teacher and Office Staff.
- The safety and supervision of the remaining children must be considered at all times, ensuring they are secure and adequately supervised.
- One, or preferably two, members of staff will conduct an immediate search of the building, grounds, and the immediate surrounding area.
- If the child cannot be located promptly, the following must be informed without delay:
  - Local Police
  - Ofsted
  - The child's parents/carers
- The search should continue, expanding the search area as necessary, with staff maintaining regular contact by mobile phone.
- Once the situation has been resolved, all actions and outcomes must be recorded. Staff involved will review the incident, identify the reasons it occurred, and implement measures to prevent recurrence.
- The school will ensure that robust safety processes are in place, including:
  - Regular risk assessments of school security
  - Individual risk assessments for high-risk pupils
  - Ongoing review of procedures to ensure pupil safety and security are effectively managed.