



## **MISSING CHILD POLICY**

Review Date: September 2019

### **Missing Child Policy**

All staff must be aware of the procedures to be followed if a child goes missing. This can be a very stressful time for all concerned. Every care is taken to ensure that all children are kept safe. Risk assessments are carried out to ensure that the school and setting is as safe as possible and children should never be allowed to leave the premises on their own. It is possible, however, that despite all precautions a child cannot be accounted for and goes missing. This policy is designed to put in place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

### **Responsibilities**

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Staff are responsible for completing Attendance Registers on Scholar Pack at the appropriate times (8.55 am, 1.00 pm/1.15 pm). The office will follow up absence and insert the codes following contact with parents.

Staff should inform the office if taking children off site.

It is the responsibility of parents to ensure they provide correct and updated contact information and know the procedures for handover of their child at the beginning and end of sessions.

If a parent takes a pupil out of school during the day, they must sign them out at the office.

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge /support the school in its review of this policy.

### **Procedures Aimed at Reducing Risk of a Missing Pupil**

Start of the school day:

- The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming pupils into school.
- The school gates are opened at 8:40 am and locked at 9:00 am.
- The school doors are closed at 9:00 am. After this time pupils report to the main school office via the main entrance.
- Teachers are in their classroom from 8:40 am.

During lesson time:

- If children are participating in outdoor learning staff must ensure that the external gates to any outside area are closed.
- If pupils leave the classroom security to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

During playtime:

- Duty staff should be on the playground before pupils come out.
- Staff should ensure that the external gates are closed. Staff patrol all areas in the playground throughout the session.
- Teachers/TA collect children from the playground at the end of play and escort them back to class.

During lunchtime:

- As above
- SLT members are available at lunchtime.
- SMSAs accompany children from the playground when they are called in for lunch.
- Teachers/TA collect children from the playground at the end of play and escort them back to class.

At home time:

- The gates are opened at 3:05pm for all parents.
- Pupils leave by assigned exits.
- Pupils in the Foundation Stage and Year 1 / 2 are collected by their parent / carer from the Foundation Stage outside area or the main playground. Staff call the children when they see the parent / carer.
- In KS2, children are escorted to the cloakroom and staff should ensure pupils leave the building in an orderly manner.
- Children who are not collected go to the main entrance to wait with an adult and the office are made aware.
- Children are not allowed to leave school with anyone other than the authorised persons unless the school has been informed otherwise.

Educational visits:

- Thorough risk assessments and adequate staff / pupil ratios (see EV policy) are provided when pupils leave the school premises and checked by the Headteacher and EVC.
- Permission from parents is obtained for each visit
- A list of children is compiled for each visit
- Mobile telephones taken on every visit and mobile contact numbers left at school.

#### After School Clubs:

- A register of pupils should be taken.
- Consent forms are obtained from parents.
- If a child is not present when the club registers are taken, their parents will be telephoned to check that they have gone home.

#### Visitors

- Any visitors to the school will be signed in and out and will be given a visitors badge.

#### **Procedures in the event of a child going missing whilst at school**

In the event of a member of staff fearing that a child has gone missing while at school:

1. If a member of staff suspects that a child is missing from a lesson or activity, they should inform the Headteacher or Deputy Headteacher and school office immediately. Time is of the essence and prompt action should be taken by all.
2. The following lists held in the school office will be checked:
  - Attendance Registers
  - Off site record
3. A thorough search of the premises, including outside areas, toilets and storage areas will be undertaken. All exits will be checked to ensure gates / doors were locked / bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the Headteacher or Deputy Headteacher immediately. It is important that staff do not create an atmosphere of panic.
4. 2 members of staff will be nominated to search the immediate vicinity of the school (they should be vigilant to any potential suspicious behaviour).
5. If the child has not been found after 10 minutes of thorough searching the police should be called and parents contacted by the Headteacher or Deputy Headteacher.
6. While waiting for the police and the parents/carers to arrive, searches for the child will continue. During this period, the other members of staff will maintain as normal a routine as possible for the rest of the children in the school.
7. The Headteacher/Deputy Headteacher will be responsible for meeting the police and the missing child's parents/carers. The Headteacher/Deputy Headteacher will be responsible for coordinating any actions instructed by the police and do all they can to comfort and reassure the parents/carers.
8. The LA will be notified by the Headteacher/Deputy Headteacher that a child is missing, so that additional support can be provided. Governors will also be informed as soon as is practicable.

9. If a member of staff finds the child, the Headteacher must be told at once. Parents, police and other authorities will be notified.
10. Once the situation has been resolved, a full written account of the incident will be recorded and held on file.
11. Further risk assessments will be carried out to ensure that the incident does not happen again.

**Procedures in the event of a child going missing whilst on an outing**

1. If a child goes missing the other children will be gathered together and a member of staff assigned to look for the child. An urgent but thorough search should be made of the immediate vicinity.
2. Staff will contact the venue's security who will handle a wider search and if possible give a message over the tannoy.
3. The Headteacher must be informed immediately, so that the parents/carers can be informed.
4. If the child is not found immediately, the police must be contacted in the area where the visit is taking place.
5. Staff will take the remaining children back to the transport/school as agreed by the Headteacher.
6. The Headteacher or a designated staff member may be advised by the police to stay at the venue until they arrive.
7. If a member of staff finds the child, the Headteacher must be informed at once. Parents, police and other authorities will be notified.
8. Once the situation has been resolved, a full written account of the incident will be recorded and held on file.
9. Further risk assessments will be carried out to ensure that the incident does not happen again.

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Date \_\_\_\_\_

