

Missing Child Policy

Prepared using the following publications:

Keeping Children Safe in Education – DfE guidance, September 2019.

School Attendance - July 2019

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event that a child goes missing.

Responsibilities

It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Teaching staff are responsible for:

- Completing paper copy attendance registers accurately and promptly according to guidelines.
- Ensuring completed registers are collected by the school office or sent to before 9.15am and completed again in the afternoon.
- Informing parents and staff at the school office if they take a pupil, group or class out of school. Registers must be taken while on the trip.

Parents are responsible for:

- Ensuring they provide correct and updated contact information.
- Knowing 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 Reception.
- The school office completes the "Off Site Register".

Procedures aimed at Reducing Risk of a Missing Pupil

Start of the day:

- Parents are responsible for their child until handover to a member of staff in school including into Breakfast Club before school.
- Pupils must be in school by 8.50am.
- After 9.00am pupils and parents report to the main school reception and parents must sign the late book. Children are then taken by a member of staff, usually the Receptionist, to the classroom.

During lesson time:

- Staff mark registers promptly and accurately morning and afternoon. They return paper copies to the Receptionist.
- All staff ensure that the external gates into the school building are locked when pupils are playing outside.
- When pupils leave the classroom the Class Teacher ensures that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Any external classroom doors leading onto the playground are unlocked as fire escapes during lessons.

Playtime and lunch times:

- Pupils are escorted to the external doors or hall by staff.
- Duty staff are on the playground when the pupils come out.

- External gates remain locked. Staff patrol all areas in playground throughout the session.
- Teachers collect their classes from the playground and escort them to their classes after breaks.

School Trips:

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises. Permission from parents is obtained generically at the beginning of each academic year for trips in the locality.
- Children wear a school name tag with the contact number on.
- Mobile telephones are taken on every visit and mobile contact numbers left at school.
- Regular register checks are taken throughout the trip.

After School Club:

- Thorough risk assessment in place.
- All pupils must be signed in and both staff and parents must sign each child out.
- Passwords must always be in use in the case of a non-parent collecting the child.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with, including any alternative collection arrangements.

Procedures in the Event of a Child Going Missing:

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

- 1) If a teacher or staff member suspects that a child is missing from a lesson, school or activity, they contact the nearest member of the SMT and school office immediately. The SMT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.
- 2) The following lists held in the school reception will be checked:
 - Attendance Registers
 - Off Site Record
 - List of children receiving extra lessons
 - Late book
 - Early collection book
- 3) If necessary, staff will promptly but calmly round up all pupils to either the school hall or gymnasium and a designated member of staff will supervise the children. The number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.
- 4) Staff will call all the pupil's names present, checking against the register while the group are assembled in one place.
- 5) A thorough check of all exits will be made, making sure all 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 management immediately.
- 6) If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified.

- 7) The most senior member of staff on site will decide to contact the police. Time is of the essence; the police must be informed within 20 minutes of the initial report.
- 8) When contacting parents or carers staff will ask them to bring with them a recent photograph of their child.
- 9) Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- 10) If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
- 11) The class teacher is spoken to, to gain further information and asked to confirm if he/she attended the previous sessions.
- 12) A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- All classrooms
- Main school hall
- The school grounds

- 13) Missing on the land - a whistle sounds, all children gather in their designated area. This is practiced once per term.

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

- 1) The group leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- 2) One or more adults should immediately start searching for the child.
- 3) The visit leader should contact school to alert them.
- 4) If the child is not found within 5 minutes, the group leader must contact police by telephoning 999.
- 5) The group leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

Issue Date

This policy takes effect from November 2019.

Review Date

This policy will be reviewed and revised on an annual basis.

Endorsement

Full endorsement to this policy is given by:

Name:	Mr Martin Taylor
Position:	Trustee
Signed:	
Date:	19 th November 2019

Related Policies

- Attendance Policy
- Collection and Failure to Collect
- Parents' Handbook
- Illness Policy
- After School Club Policy
- Safeguarding Policy

