



MISSING CHILD POLICY

Recommended by	Mrs A.M Worrall
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CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1	December 2014	January 2015	AMW	Updated procedures
2	March 2016	March 2016	AMW	Updated procedures

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Missing Child Policy

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Overview

The safety and well-being of our pupils is our priority whilst they are in our care at school. Children should never be allowed to leave the premises during school time without the head teacher's permission. However, despite every effort to minimise the occurrence, it is possible that a child may leave the premises during the school day without the knowledge or permission of the head teacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

Related Policies/documents:

Emergency Planning Policy/Critical Incident
Safeguarding Policy
Foundation Stage Outdoor Play Provision Risk Assessment

Objectives

1. To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's permission to leave.
2. To ensure that children who leave school during the school day only do so with the head teacher's permission and that they are accompanied by an authorised adult.
3. To ensure that the building, grounds and play areas are safe and secure during school hours.

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4. To ensure that teachers and staff keep children under proper supervision at all times.
5. To ensure that if a child 'goes missing' during the school day, he / she is located quickly and returned safely to the school.

Responsibilities

It is the Head teacher's responsibility to ensure that all staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and 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. From the very outset, staff must make children aware of the boundaries of the setting.

It is the specific responsibility of the Maintenance Officer to lock and unlock the playground gates at the beginning and end of the day.

It is the responsibility of the parents and carers to ensure they provide correct and updated contact information on a timely basis and that they know and follow the procedures for handover of their child at the beginning and end of sessions.

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 day

- 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. For children in Key Stage 2, this is when a member of staff commences their morning duty at 8.30am on the school gate. For children in Foundation Stage and Key Stage 1 this is when the morning bell goes and the teacher comes to collect the class.
- Ensure there are clear procedures for welcoming pupils into the school. The bell is rung at 8.40am, ready for the school day to start promptly at 8.45am Key Stage Two pupils use the main playground entrance, Foundation Stage use their classroom door and Year 1 and Year 2 use the infant entrance. All

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children are escorted to their classrooms by their class teacher and the person on duty is responsible for closing the doors behind the last class.

- Gates are locked at 8:45 am with the exception of the main entrance gates.

During lesson time

(Refer also to the Foundation Stage Outdoor Provision Risk Assessment)

- Staff mark registers promptly and accurately – mornings and afternoons. These are returned by 8.55am and 12.50pm/1.05pm in the afternoons for KS1 and KS2. Office staff then record the registration electronically on SIMS.
- All staff must ensure that the external gates to any outside area are secured when pupils are playing outside. The exception is the main gate to the school office, as there is no direct access to this area from the playground.
- If pupils leave the classroom to work in other parts of the school, adequate supervision must be maintained at all times and all pupils accounted for on return to the classroom.

Playtime

- Pupils escorted to the external doors by staff.
- Staff on playground before pupils come onto the playground.
- External gates locked.
- Staff vigilant at all times
- At the end of play, external doors are closed behind the last member of staff as they come off the playground. Children on Play leader duty (blue vests) and Playground Buddies (orange vests) must have finished their duty and be in the school building before the staff member closes the door.

Dinner time

- Teaching staff to escort children to the dining hall (FS and KS1). KS2 staff escort the children to the KS2 playground and must remain there until the MDAs come to the playground to cover
- MDAs must lead the children onto the playground after finishing their lunch in the hall for both key stages
- MDAs to wear high-vis vests at all times when on playground duty and particularly when using the field
- Senior Leadership Team available at dinner time
- Qualified staff first aider to be on duty to deal with the First Aid

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- MDAs to remain on playground until children are collected by classteachers for all phase teams. FS and KS1 teachers to go to playground at 12.40pm. KS2 teachers go to playground at 12.55pm.

Home time

- Gates opened 10 minutes before home time by Maintenance Officer to allow access for parents / carers. All children to be inside the building prior to this.
- Pupils leave the school building by four exits – Foundation Stage by their classroom doors, Year 1 and Year 2 by the Infant Entrance and Key Stage 2 via the main playground exit. ALL children exit the premises via ONE entrance/exit gate. This gate is monitored at hometime by a member of KS2 staff to ensure no children leave the premises unaccompanied, unless school has written parental permission to allow them to walk home unaccompanied.
- Members of staff on all the exit doors monitoring pick up arrangements.
- Staff in Foundation Stage and Key Stage 1 have sight of parent / carer before the child leaves through the door.
- Up to date list in every classroom, with signed permission slips, detailing how the pupils are to go home and with whom. Parents must indicate whether their child will be collected from school by an adult, or allowed to walk home unaccompanied. Only written permission will be accepted, not via text or word of mouth.
- After 10 minutes, pupils who are left are taken to the main entrance to wait with member of staff. Telephone contact made with parent / carer by office staff. It is the parents' responsibility to ensure school has up to date contact details

Visits

- All school visits, trips and residentials are secured, checked and risk-assessed through EVOLVE Educational visits, which are approved by the LA
- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- Adequate communication and a contact list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at the school.
- The Headteacher is available for staff to contact throughout all visits, and provides 24 hour contact during residentials.

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After School Clubs

- Office staff hold registers of all children attending each club
- Before 3pm on the day the club is due to take place, the updated register is handed to the club leader by the office staff, informing them if any pupils have been absent that day
- The club leader then takes the register at the start of the club and if any child has not reported to the club, a message is sent immediately to the office so the procedure for a missing child can be started without delay.
- Thorough risk assessments in place including joint safeguarding procedures
- DBS checks for all external staff
- Spot checks by the Headteacher and Deputy Headteacher for external staff working with children during sessions and collection procedures
- Register of pupils with contact numbers and details of how the pupils are to go home and with whom are held in school and a copy provided to the club leader.

Procedures in the event of a child going missing from school

In the event of a member of staff fearing that a child has gone missing, the following procedures must be adhered to:

1. If a child cannot be found by his / her teacher, the Headteacher or, in her absence, the deputy head teacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be promptly but calmly assembled and a designated member of staff will read the group a story.
3. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
4. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues
5. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
6. If the child has not been found after 10 minutes from the initial report of them as missing, then parents / carers should be notified and the police contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child.

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7. If the missing child has any special medical or learning needs then these need to be noted and to be disclosed to police or other agencies.
8. The LA will be notified by the headteacher that a child is missing.
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. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

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

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

Outcomes

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

In the event of a missing child, the School Safeguarding team will convene an immediate meeting to review the event and amend/update this policy as appropriate. Advice will be sought from the LA Safeguarding Team in monitoring the effectiveness of procedures.

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