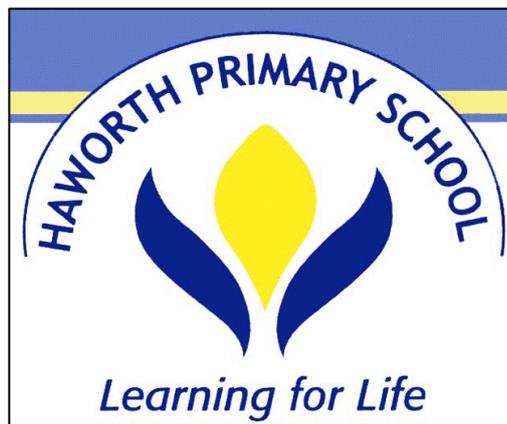


Haworth Primary School



Missing Pupil Policy 2015

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____

Updated: June 2015

Review Date: June 2017

Written by Caron Stone / Helen Thompson



HAWORTH PRIMARY SCHOOL

Missing Pupil Policy 2015

Policy Statement

The safety and security of the children in our care at Haworth Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care. The purpose of this policy statement is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing.

The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security consummate with the pupil's age and emotional/behavioural maturity

Procedures

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the teacher by their parent/carer in EYFS, older children from Year 1 onwards are expected to come into school independently and make their way into to their classroom.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this must be communicated to the class teacher, who has the overarching responsibility at that time.

During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

The register is taken again in the afternoon.

When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff / adult. The number of children is checked regularly by frequent roll calls. In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

Agreed Principles and Procedures:

These procedures also apply to a pupil who is seen leaving the site.

- Inform the office as soon as a pupil is discovered to be missing.
- All available staff (teachers or support staff) are sent to search building and grounds. The Head or Acting head will stay in school to be able to manage the situation.
- If an initial search proves unsuccessful and five minutes has elapsed and there is a suspicion that the pupil has left the premises, Police and Parents are informed.
- Office staff to phone Police and parents.
- At the same time available staff to then be sent off-site to search the immediate locality including: Haworth Park; the route to pupil's home; the all-weather pitch behind the school.
- Where possible, staff involved would have access to a mobile phone and maintain contact with the school office.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- Inform all parties as soon as the child is found.

- Meet with parents and appropriate staff to complete risk assessment and formulate a Behaviour Support Plan.
- When the situation has been resolved, the Headteacher and SLT will review the reasons for this event happening and revise measures if necessary.

Dissemination of the policy:

- We will make reference to the policy in the Staff Handbook that is updated annually.
- The policy will be available on the school website.

Policy Review :

- Ratified by Governors June 2015
- For review in June 2017