



## **Policy – missing and uncollected child**

**Date – November 2016**

**Review Date – November 2019**

**Based on –**

**Signed by the Headteacher**

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**Name** \_\_\_\_\_

**Signed on behalf of Governors**

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**Name** \_\_\_\_\_

## **Aims of our school**

1. Enable all pupils to reach their highest level of achievement and attainment in all areas of the curriculum.
2. As a church school, promote high standards of spiritual and personal development, recognising that this includes activities undertaken outside the school day.
3. Develop and implement consistent whole school policies which help children towards self-discipline and respect for themselves and others.
4. Maintain a well ordered and stimulating working environment by the use of effective classroom organisation, attractive displays and the ongoing development of the school grounds.
5. Encourage all pupils to become involved in the development of the school and grounds, to appreciate our surroundings and to develop a sense of responsibility for its upkeep.
6. Ensure that the statutory requirements of the National Curriculum are met and that the provision is both appropriate and relevant for each child.
7. To have assessment and planning procedures that ensure the continuity and progression of learning required for each child to reach his or her full potential.
8. Emphasise the vital and continuing role of parents in their child's education and involve them in that process through regular consultation and communication.
9. Ensure that all individuals working in the school receive the resources and training necessary to enable them to carry out their roles effectively and encourage continuing professional development.
10. To work with St Mary's church, the other local churches and the local community through regular visits and participation in local events.

## **Our Vision**

Our school is strongly committed to providing a happy, secure and attractive environment in which all members of our school community - children, teachers, parents, ancillary staff and governors - work together in an atmosphere of friendship, tolerance and understanding. We strive to ensure that the children in our care are able to make the most of their educational opportunities and experiences, with the ultimate aim of preparing them for a confident and responsible adult role within our ever changing society.

Meeting the spiritual, emotional, intellectual and physical needs of our children, whatever their ability, is our priority. The provision of an accessible and appropriate curriculum is based on legal requirements and the needs identified within the school. To enable teachers and other staff to meet these demands, they will be supported professionally through access to relevant training. There will be careful and sensitive management of human, physical and financial resources to enable the school to make the most of educational and professional opportunities.

Central to the values expressed in our school is respect. Through respect, each one of us can recognise our own worth, the value in being part of the school community and also appreciate the rich diversity of the wider community. We promote a sense of respect for each other, responsibility towards property and an active concern for the needs of our local area, our country and the wider world. Recognising and valuing the different strengths, weaknesses and experiences each member of our community brings helps us support each other.

Our school places great value on its Christian values and works closely with St. Mary's Church, other Burley in Wharfedale churches and the local community. We place particular importance on involving parents through recognising and valuing their continuing role in the education of their children. By listening to their concerns, we hope to promote an atmosphere of mutual respect and a shared role in helping each child to reach their full potential. We develop appropriate codes of behaviour that support the values and aims of our school, ensuring that we can work together to provide the best possible education for all our children.

Whilst children are in our care, their safety is our highest priority. Every member of staff has equal responsibility for ensuring the safety of the children, knowing where they are and the arrangements for them leaving our care either during the day or at the end of the school day.

### **Aim of policy**

The aim of this policy is to:

- Clarify systems which will be put into place if a child has gone missing,
- Establish systems we have in place to minimise the risk of a child going missing,
- Identify procedures which will be followed in the event a child is not collected from school.

### **Minimising the risk of a child going missing**

- Children are marked against the attendance register on SIMS by 9am and 1.10pm every day. This online system ensures the school office has the same information as class teachers.
- Parents need to sign a permission slip if their child is walking to school on their own. A parent whose child was walking to school on their own will be contacted by the class teacher immediately if their child has not arrived in school.
- The school office will phone parents if their child has not arrived in school by 9am and no information has been given to explain their absence.
- Members of staff will be posted at key points on the playground to monitor the exit routes from the school grounds.
- One member of staff will take a walkie talkie out with them when on the playground/field.
- At least one assembly per term will focus on stranger danger and ensuring child know how to keep themselves safe.
- When away from the school premises, a register of all the children and adults on the trip will be left in the school office, along with contact details for all adults. The school mobile phone will be taken on the visit as the main point of communication.
- On a trip, regular head counts will be taken by the adults in charge to ensure all of the children are present.

### **Missing child (on the school premises)**

Every care is taken to ensure our children are accounted for at all times. However, in the unlikely event that it is suspected that a child has gone missing, the following procedures will be implemented to ensure

1. The most senior member of staff on the premises (in this order: Headteacher – Deputy Headteacher – member of SLT) will be notified immediately if a member of staff suspects a child is missing,
2. The most senior member of staff will instigate a search of the premises. Communication will be maintained by walkie talkie. One member of staff will be assigned to lead a search of the hall, KS1 and Y3; one member of staff will be assigned lead a search of KS2 and one member of staff will be assigned to lead a search of school grounds.
3. The remaining children will be left safe in the care of suitable staff.
4. If the child is not found, the office staff will contact the police will be contacted then the office staff will contact the child's parents.
5. The search will be extended to the roads surrounding the school, with one person delegated by the most senior member of staff to trace the route a child might take to their house. This person will take the school mobile phone with them to keep in contact with school.

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6. When the child is found, the most senior member of staff will contact all adults involved in the search by walkie talkie then telephone.
7. Following the incident, the Headteacher will investigate how the incident occurred and report back to the Health and Safety Lead Governor. Appropriate action will be taken to ensure similar events do not happen again.

### **Missing child when away from the school premises**

1. The member of staff leading the school trip will notify the school immediately that a child is missing. The school office will go through the emergency action card questions then notify the most senior member of staff in school of the missing child.
2. The remaining children will be kept together in one safe place and supervised by one of the adults. They will be asked when they last saw the child who is missing and if they know where the child might have gone.
3. The remaining adults on the visit will instigate a search of the immediate area using mobile phones as the main means of communication. One adult will retrace the group's journey.
4. The school office will notify the parents that their child is missing.
5. When the child is found, the member of staff leading the trip will contact school then all adults involved in the search by telephone.
6. Following the incident, the Headteacher will investigate how the incident occurred and report back to the Health and Safety Lead Governor. Appropriate action will be taken to ensure similar events do not happen again.

### **Uncollected child**

Children are not to be taken away from the school site during the day without previously notifying the school. The names of adults who are given permission to collect the child should be given to the school office.

When the school day ends at 3.15 p.m. parents or a designated adult are expected to collect their children from the school playground unless the school has parental permission in writing to allow the child to walk home unaccompanied.

- Children in the reception classes, years 1 and 2 stay inside the building until an authorised adult is seen by class teachers/support staff.
- Children in Years 3, 4, 5 and 6 are escorted by a member of staff to meet authorised adults in the playground by the KS2 door.
- If an authorised adult is not there to meet the child they come back into school with the member of staff
- Children who are not collected by 3.25 p.m. are taken to the school office
- Children must not wait for parents /carers by the roadside.

The school office will then:

1. Telephone the contacts for the child in the order they appear on SIMS,
2. If no one can be contacted, the child will be taken to Sunrise/Sunset club and all of the contacts tried again every 5 minutes.
3. If the child remains uncollected by 5.30pm, the on call duty social worker will be contacted (01274 431010). Their advice will then be followed.