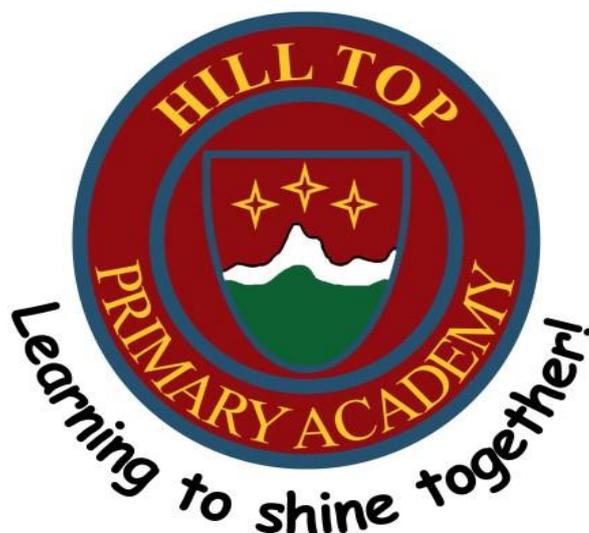


# Hill Top Primary Academy

*A Member of Leodis Academies Trust*

## **Missing child EYFS Policy**



<i>Plan administration</i>	
<i>Version Number</i>	<i>2</i>
<i>Date of issue</i>	<i>January 2015</i>
<i>Date of next review</i>	<i>September 2017</i>
<i>Person responsible for review</i>	
<i>Signed and dated Principal</i>	
<i>Signed and dated and in Govs minutes Chair of Governors</i>	

*Hill Top Primary Academy is an inclusive school; we believe that every child has a right to a broad, balanced and effective education regardless of race, gender, age, sexuality or special need. Please refer to our Equal Opportunities Policy for further details of this.*

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 of a child going missing.

### **Responsibilities**

It is the responsibility of all staff to read the policy and act at all times according to its guidance. It is the responsibility of parents/ carers to ensure they provide correct and up to date contact information on a timely basis and know the procedures for handover of their child at the beginning and end of the school day.

### **Procedures aimed at reducing risk of a missing pupil**

#### **Start of the day:**

Ensure parents/carers are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.

Clear procedures are in place for welcoming pupils into Nursery. One member of staff is positioned at the external door when children enter school. One member of staff is positioned in the classroom. The doors are opened at 8.30am and closed at 8.35am They will open again at 9am and will be closed at 9.05am. At these times a member of staff is on duty at the door. When closed, the door can only be opened from inside the building using a mag-lock. Anyone arriving after these times must come to the main office and the child is marked as late. Reception children enter the building through their own door from 8.45am in line with the rest of the school and the door is closed at 8.55am. Anyone arriving after this time must report to the school office.

#### **During lesson time**

Staff mark registers promptly and accurately mornings and afternoons. One member of staff is outside during outdoor provision times at all times

Updated contact information for parents and carer is sought after and maintained.

#### **Outdoor provision**

Children are escorted to the external door where they may use the outdoor area as 'freeflow'

The main school gates will remain locked at all times. Gates to the EYFS outdoor area will be closed when the outdoor area is not in use.

The teacher on duty will close the doors at the end of outdoor provision  
The class teacher will collect and escort the children into class.  
The gates to the larger KS1 playground will only be opened when two staff members are present outside. Cones are used to mark the limit to which children are expected to go in the KS1 playground and this is staffed accordingly.

### **Dinner time**

As above

### **Home time**

Gates will be opened prior to the end of the day bell.

The door will remain locked until home time.

Children will escorted to the door by an adult

The adult must have sight of the relevant collecting adult and the child is handed over.

If Nursery children are not collected by 3.40pm the door is closed and locked and their parents contacted by telephone. They will then wait with the class teacher at the office.

For Reception children the door is closed at 3.20pm.

If the child is not collected by 4.30pm please refer to 'Failure to collect children' policy.

### **A Missing Child**

Should a child at any time of the day 'appear' to be missing the Head Teacher must be informed immediately. Staff within the EYFS Unit must maintain the correct ratios of children to adults at all times but children should be brought together in both the Nursery and Reception classes to free up as many staff as possible. Any staff over the required numbers will then be used to locate the child.

All areas within the EYFS unit must be checked thoroughly - children are very good at 'hiding' in the most unusual of places.

Staff must try and retrace their thoughts as to last point of time that the child was definitely seen.

If the child can't be located in the EYFS area either the site supervisor or the Head will check all the gates and doors and ensure that they have not been breached. Should one of the gates/doors be unlocked/open then the outside premises must be checked thoroughly. Staff will check in all other rooms within the school.

At this point the Parents/Carers will be rung by the Class Teacher.  
Should the child not be with the Parents/Carers then the Police should be informed as well as the Education Authority.

**January 2015**