



# CASTLETOWN PRIMARY SCHOOL



## Missing Child Policy

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.

### **Procedures aimed at minimising the risk of a missing child.**

It is the responsibility of staff to follow procedures for the arrival and departure of children at school, including keeping an accurate record of all children in school.

### **During Lesson Time**

If pupils leave the classroom for any reason, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

### **Playtime/Lunchtime**

- Pupils are escorted to the external exits or the lunch hall by staff.
- Duty staff should be on the yard before the pupils are allowed outside.
- External gates remain locked. Staff patrol all areas of the playground throughout the session.

### **Educational Visits**

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- Written permission from parents is given at the beginning of the school year and letters sent home to advise of any educational visit.
- All children and adults signed out of the building when leaving and signed in when returning.

### **After School clubs**

- Class teachers to have a list of which children attend clubs.
- Club leaders to have a register that is taken at the beginning of the club.
- For after school clubs, the club leader will collect KS1 children and escort them to the club before the end of the school day.
- If a child does not attend the club without a reason given, the club leader will ring parents/carers to find out why the child is not attending.
- Club leaders to have contact numbers for each child and written consent to show whether a child can walk home alone or if they will be collected and by whom.

## Procedures in the event of a child going missing

In the event of a member of staff suspecting that a child has gone missing while in school:

1. If a teacher suspects that a child is missing from a lesson or activity, they should contact the nearest member of the SMT and school office immediately. The SMT and teaching assistants should carry out a thorough search of the building including the toilets, storage areas and any outside areas.
2. The school office staff will check the attendance registers and the off-site records.
3. If necessary, staff will round-up children to a pre-arranged area and a member of staff will supervise the children while the search continues.
4. A thorough check of all exits will be made to ensure all gates/doors were locked and bolted and that there are no other ways that a pupil could have left school. If something is discovered this needs to be taken to a member of the SMT immediately.
5. If the child is still not found after an initial search the Head teacher must be informed.
6. If the child has not been found within 10 minutes of the initial report of them missing then the parents should be notified. The Head teacher or next senior member of staff on site should decide at which point the police need to be contacted.
7. Staff should write down a description of the child including what they were wearing.
8. If the child has any special medical or learning needs then this should be disclosed to the police or any other agencies involved.
9. Searching of the school buildings is continued by all available staff.

In the event of a member of staff suspecting that a child has gone missing while on an educational visit:

1. The group leader should ensure the safety of the remaining pupils and a supervising adult should stay with the group.
2. One or more adults should immediately search for the missing child.
3. The visit leader should alert the school of the situation.
4. If the child is not found within 10 minutes, the group leader should contact the police by ringing 999.
5. The group leader will notify the school that the police have been contacted. The school will then contact the parents.

The Head teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

## 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.

***Review Date: Autumn 2018 (or sooner if any incident occurs).***