



A place to shine ...

Let light shine out of darkness and God's light shine in our hearts

2 Corinthians ch4, v6

Missing Child policy

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Dawn Day Mrs Faye Kerr

***'Fear not, for I am with you; be not dismayed, for I am your God; I will strengthen you, I will help you, I will uphold you with my righteous right hand.'* (Isaiah 41 verse 10)**

Introduction

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 Head Teachers' responsibility to ensure that all relevant staff are aware of this policy and to ensure relevant staff are aware of their responsibilities; what is expected and the procedures to follow. The Head Teachers will also 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.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know 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.

Members of staff will be in the yard from 8.45am. Staff will meet and greet families at the school gates, in the line on the yard and at the phase/classroom doors. Doors will close promptly at 8.55am. KS2 pupils will line up on the yard in their class groups and EY/KS1 pupils will enter via their classroom doors. Main gates are locked at 8.55am and late children should enter school by the office at the main entrance, where they will be met by the PSA who will record their name in the Late Book.

During lesson time

Staff mark registers promptly and accurately – mornings and afternoons. Any parents informing staff of absence will be directed to school office to be recorded.

Outside activities and play are supervised at all times. All staff will ensure that the external access to the yard is supervised when the children are playing outside.

If pupils leave the classroom, security to work in other parts of the school it will be ensured that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

Pupils move round the school in pairs and are never left in isolation. Updated contact information for parents and carers is sought and maintained. External Class doors leading onto the yard are locked after playtime and dinnertime – members of staff will check after playtimes.

Playtime

Pupils are escorted to the external doors by staff. Staff are on the yard before pupils come onto the playground. The external gates are locked and access to the yard is continually supervised. Staff have designated areas in the yard to supervise play – KS1 area/Grass area/MUGA/courtyard area and main KS2 area. Early Years have their own secured play area, which is supervised according to EY ratios at all times. The exit/ entry doors to the yard are closed behind the last member of staff as they come off the playground.

Dinnertime

As above – including member of SLT on duty.

Hometime

Gates opened 10 minutes before hometime to allow access for parents.

Pupils in Nursery/ Foundation Stage are collected by their parent from the class.

In Rec/KS1, a member of staff supervises the exit door and calls children individually when their parent comes to the door. Pupils have sight of parent before they leave through the door. Pupils inform staff that they can see parent so staff aware they are leaving.

Staff take KS2 pupils to the LKS2/UKS2 phase doors and ensure that all pupils are collected by the appropriate adult.

An up-to-date contact list is in every classroom detailing how the pupils are to go home and with whom. This is reviewed each year and maintained with up-to-date contacts when parents make any changes. All changes are agreed with school office.

Uncollected children are supervised by a member of teaching staff and are taken to the school office, where office staff will try to make contact with parents. The children will wait in the reception area with the member of teaching staff until collected by their parent/carer.

Children in Years 5 and 6 are allowed to walk home alone but only if this has been agreed by parents and school. Parents must complete the necessary 'application to walk home alone paperwork' and sign to say they have talked to their child about road safety and how to keep safe on the journey home. School will challenge those applications where it has concerns around a particular child's safety.

Visits

Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises. Adequate communication regarding contacts and a list of pupils/groups are taken on visits out of school. Visit Leaders take mobile phones on every visit and mobile contact numbers left at school

After school clubs

Thorough risk assessments are in place. The office holds a register of pupils who attend after-school clubs on identified days with contact numbers and details of how the pupils are to go home and who with. Each club leader has a copy of the list and supervises each child until they are collected at the Courtyard doors by their appropriate adult. Pupils have sight of parent before they leave through the door. Pupils inform staff that they can see parent so staff aware they are leaving.

A member of SLT oversees the dismissal of all after-school clubs.

Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at school the following procedures should take place:

- The member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.

- AT THE SAME TIME, all other available staff will conduct a thorough search of the premises and notify the SLT member immediately if the child is found.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school.
- If something is discovered this needs to be drawn to the attention of the staff immediately.
- If the child has not been found by the time the register check is completed the SLT member will notify the Head Teachers or next most senior member of staff.
- Staff will begin a search of the area immediately
- 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.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified.
- The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.

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

- The Visit Leader must ensure safety of the remaining pupils.
- One or more adults should immediately start searching for the child.
- The Visit Leader should contact school to alert them.
- If the child is not found within 10 minutes, the Visit Leader must contact police by phoning 999.
- The 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.