

# REDCOURT ST ANSELM'S



## **POLICY FOR MISSING CHILD (CHILD GONE MISSING)**

[Including EYFS, KS1 and KS2, Before and  
After School Care]

REVIEW DATE: OCTOBER 2017

R Jones  
June 2016

**This policy has been produced in consultation with the  
Governors and Staff at Redcourt in reference to  
our Mission Statement:**

***“Growing Together in God’s Love”***

**References**

KCSiE 2014, 2015, 2016

Wirral Child Protection Advisory Officer

**Please read this Policy with reference to:**

School Mission Statement Document

Reaching Out – Essentials of an Edmund Rice Education

Health and Safety Policy

Risk Assessment Policy

PE Policy

Daily Supervision of EYFS1 Pupils Document

Daily Supervision of EYFS2 Pupils Document

Behaviour Policy

Staff Handbook

Child Protection and Safeguarding Policy

School Visits Policy

SEN-LDD and Inclusion Policy

Safer Recruitment Policy

Induction of Newly Appointed Staff Policy

Summary of Good Practice for all Staff, Voluntary Workers / helpers and students

PHSEE+C Curriculum

Attendance and Absence Policy

Disaster and Emergency Policy

Transition of Pupils To and From Redcourt Policy

Lunchtime Arrangements Policy

Security Policy

Support Provision for Students and Volunteers on Placement

Whistle Blowing – Raising Reasonable Concerns about Professional Malpractice Policy

***Redcourt St Anselm’s seeks to promote fundamental British values at every  
opportunity having due regard for the need to prevent people being drawn into  
radicalisation and terrorism.***

The welfare of all children at Redcourt St Anselm's School is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times.

The staffing ratios at Redcourt St Anselm's School are appropriate and in line with statutory regulations, and are designed to ensure that all pupils are supervised whilst in the school's care.

The school playgrounds are surrounded by secure fencing and gates and doors are security coded. During school hours visitors to school must announce themselves via an external intercom system and use the designated approach entrance. Visitors into school must sign the appropriate register and wear a visitor's badge. As they leave visitors are asked to sign out and return the badge. Necessary checks are made of all visitors.

Procedures at the beginning and end of the school day aim to keep all pupils safe and reduce the risk of a child going missing.

**Our current procedures are listed as follows:**

- School opens at 8.30am
- Children in EYFS1 are taken directly into the nursery by parents or nominated adult and handed over to the supervisory nursery staff
- Children in EYFS2 go directly to their classrooms where they are supervised by staff
- All KS1 / KS2 pupils are supervised on the playground by a member of staff until it is time to go to their classrooms
- In inclement weather pupils are directed to their classrooms
- Children who attend Morning Care attend from 8.00am and are supervised by staff
- At the end of Morning Care children are supervised and escorted to the appropriate school locations

**LUNCHTIME**

- EYFS1 children who attend the nursery am session are collected from the nursery by their parent or nominated adult
- EYFS2 who have a school lunch are supervised. The nursery children are supervised during lunch and when they 'play' after lunch either outdoors or indoors
- EYFS2 children are escorted and supervised to the dining room facilities and are supervised during lunch and after having their lunch at play, when they are escorted and supervised into the playground
- KS1/KS2 children are escorted and supervised to the dining room facilities, and supervised during lunch. All children are supervised during lunchtime play
- Children who attend lunchtime activity clubs or music lessons are collected from the appropriate playground by the staff responsible for the club or music lesson

**AT THE END OF THE SCHOOL DAY:**

- EYFS1 children are collected by their parents or nominated adult from the nursery department. EYFS2 children are escorted by their teacher to the front of the school building where they are collected by their parent or nominated adult.
- KS1/KS2 children are escorted by their teacher to the front of the school building where they are collected by their parent or nominated adult
- Children who are not collected at the due time are brought back into the school and supervised whilst their parent/guardian are contacted using database information
- Children who are registered for after school care are escorted to the hall

- Children who attend after school Extra Curricular clubs are collected by the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken
- Children waiting for independent transport are supervised until the coach arrives

## **REGISTRATION**

A class register is taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone school if a child is not able to attend the day's session, before school begins.

If there is no notification, the school will contact the parents of those children who have been marked absent in the register.

Pupils who have external appointments during the school day must be signed out and signed in when they return. The register is kept in the Reception area.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM SCHOOL:**

Our procedures are designed to ensure that a missing child is found as soon as possible. If a child was found to be missing the following actions would be employed:-

- Take a register in order to ensure that all other children were present
- Ask adults and children if they can say when they remember seeing the child
- Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide
- Check doors and gates for signs of entry/exit
- Inform the Headteacher and CP Officer
- Inform parents of what has happened, what action has been taken, and ask them to come to school
- Headteacher to arrange for staff to conduct a wider search of premises and grounds
- Headteacher to inform Police
- If the child's house is in walking distance, a member of staff to set off on foot to attempt to find child
- The school would co-operate fully with any Police investigation by social care
- The Child Protection Officer would inform the local Children's Safeguarding Board
- Headteacher to inform Chair of Governors
- Headteacher to inform ISI
- Headteacher to inform Insurers
- A report would be made under RIDDOR to the HSE (Health & Safety Executive)
- Ensure that all children are kept calm and safe

A full record of all activities taken up to the Stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING:**

- Immediate head count taken to ensure all the other children were present
- An adult to search immediate vicinity

- Contact venue manager and arrange a search
- Inform Headteacher and Child Protection Officer by mobile phone
- Inform parents
- Contact Police
- Child Protection Officer to inform Local Children in Safeguarding Board
- The school would co-operate fully with any Police investigation and any safeguarding investigation by Social Care
  
- Inform chair of Governors
- ISI would be informed
- (if the child is injured) A report would be made under RIDDOR to the HSE
- Remaining children taken back to school

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **ACTION BY STAFF ONCE THE CHILD HAS BEEN FOUND**

- Talk to, care of, and if necessary comfort child
- The Headteacher to talk to parents to discuss events and give an account of the incident
- The Headteacher will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering; time, place, staff – pupil ratio, when the child was last seen, what appeared to have happened (the purpose of the outing), the length of the time the child was missing and how he/she appeared to go missing, lessons for the future.
- Staff to speak to all children to ensure they understand why they should not leave the premises/separate from a group on an outing

We at Redcourt St Anselm's School undertake to look after the children's safety throughout the time that he or she remains under our care.

The policy will be reviewed regularly in order to satisfy that all procedures both preventative and action, are robust and effective.