



ARCHBISHOP RUNCIE CE VOLUNTARY AIDED FIRST SCHOOL

MISSING CHILD POLICY

1. Introduction

The safety of our pupils is our absolute priority whilst they are in our care at school.

2. Rationale

Archbishop Runcie First School is a Church of England First School. In harmony with the Christian ethos of the school all of our policies are rooted in the teachings of Christianity. At Archbishop Runcie First School we believe everyone has the right to be safe and protected. To this end it is our intention to build and maintain an effective, caring and safe environment where staff know each child well and are vigilant about their safety and well-being.

This policy sets out our procedures for dealing with the unlikely event of a child going missing while in the care of the school

3. Every Child Matters agenda

This policy contributes to the Every Child Matters agenda by helping children to

- Stay safe
- Enjoy and achieve

4. Responsibilities

a. Headteacher

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

b. Staff

It is the responsibility of all staff to read the policy and act at all times according to its guidance. Classroom staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office by 9.00 am and again after lunch. If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office.

c. Parents

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. If a parent takes a pupil out of school during the day, they must sign them out at the office. The school office completes the "**Off Site Register**".

d. Governors

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. This policy falls within the remit of the Safeguarding governor, Helen MacFarlane.

5. Procedures aimed at reducing risk of a missing pupil

a. Start of the day

The school should 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.

Foundation Stage children are brought to the Unit by parents/carers from 8.30 onwards.

KS1 & KS2 children remain their parent/carer's responsibility until the bell rings at 8.45, the children line up and are escorted indoors by staff. The school doors are locked immediately the children are in the cloakrooms and the gates are locked.

After this time pupils report to the school office via the main entrance.

On rainy days KS1 & KS2 children may come into school as they arrive and proceed directly to the school hall where there will be adequate adult supervision.

b. During lesson time

Staff mark registers promptly and accurately – mornings and afternoons – and return them to the school office. All staff must ensure that the external gates to any outside area are locked when pupils are playing outside. The exception is the main entrance car park gate. If pupils leave the classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

c. Playtime

Pupils are to be escorted to the external doors by staff.

Duty staff should be on the playground before pupils come out.

External gates remain locked. Staff patrol all areas in playground throughout the session.

d. Lunch time

As above.

SMT members are available at lunch time if any problems arise.

e. Home time

The gates are opened at 3.00pm for parents and remain open for the children at 3.15pm. Pupils leave by assigned exits.

Foundation Stage pupils are collected by their parent/carer from the Foundation Stage Unit. Staff call the children when they see the parent/carer.

In KS 1 and 2 children are escorted to the yard and staff should ensure that all pupils leave the building and are united with their parent/carer.

Children who are not collected go to the main entrance to wait for collection. Children going to Ventures After School Club go to the hall for collection and registration by Ventures Staff. School Office staff countersign register before children leave to go to the club.

6. Procedures in the event of a child going missing while at school

- a. If a teacher suspects that a child is missing from a lesson or activity, they contact the school office immediately. The HT/DH and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.
- b. The following lists held in the school office will be checked: Attendance Registers; Off Site Record; Music lesson lists.
- c. If necessary, staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will supervise the children. The safety and care of other pupils is paramount as is 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.
- d. Staff will count and name check all the pupils present against the register while the group are assembled in one place
- e. A thorough check of all exits will 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 HT/DH immediately.
- f. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers staff will ask them to bring with them a recent photograph of their child.
Parents will be informed followed by the police (999) within 10 minutes of the first alert.
- g. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- h. 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.
- i. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available, including support staff.
Particular attention is paid to:
Rarely used rooms
Toilets

Library
All classrooms
School hall
The school grounds

7. Procedures in the event of a member of staff fearing that a child has gone missing while off school premises

- a. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- b. One or more adults should immediately start searching for the child.
- c. The Visit Leader should contact school to alert them.
- d. If the child is not found within **5 minutes**, the Group Leader must contact police by telephoning 999.
- e. The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

8. Links to other policies

This policy is part of the suite of Safeguarding policies; the **Attendance** policy is of direct relevance.

9. Dissemination

A copy of this policy is kept in the front of each class register and on the staff drive.

Date	Reviewed / updated	Staff involved
May 2012	New policy	HT and Helen MacFarlane, Safeguarding governor, C&P Committee