

Missing Child Policy

The Link Academy Trust is a company limited by guarantee and an exempt charity, regulated by the Education & Skills Funding Agency (ESFA). All Members of the Board of Trustees of the exempt charity are also Directors of the company; the term 'Trustee' used in this Policy also means Director. This Policy applies to all Academies within the Link Academy Trust.

Vision

The Link Academy Trust believes it is the right of all pupils to be given access to a high quality, inclusive, broad and balanced curriculum which prepares them for life beyond our Academies.

Our learners will be given opportunities to become independent, collaborative, creative and confident learners. This will be achieved through experiences which are challenging, relevant and enjoyable.

This Policy applies to all Academies within the Link Academy Trust.

Policy Statement The safety and security of the children in our care at all our Academies is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

Each pupil who arrives at the Academy is registered first thing in the morning following the pupil being handed over to the teacher by their parent/carer in EYFS. Older children from Year 2 onwards are generally expected to come into the Academy independently and make their way into the playground, where they will be supervised by a member of staff until they are collected by their teacher, unless individual Academies need to make alternative arrangements.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this is communicated to the class teacher who has the overarching responsibility at that time. During the break times and lunch hours, the staff and Mealtime Assistants (MTAs) on duty have responsibility for knowing the locations of the pupils.

The register is taken again in the afternoon.

When on excursions off the Academy premises, staff implement strategies to maximise the safety and security of the children in accordance with the Academy's Educational Visits policy. Full risk assessments are carried out, a list of all the children's names is carried by the trip leader, the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity, each group is managed by a separate member of staff and the number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in Academy or out, the following procedures will be followed:

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain the safety and well-being of other children.
- A member of the Senior Leadership Team and at least one other member of staff, more if available, will search the immediate vicinity or Academy grounds, this will include going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary. If possible, entrance and exit routes will be blocked or guarded to ensure nobody leaves the area. The responsible person will inform the CEO immediately to ensure the policy is followed.
- If the child is not found after approximately 20 minutes, the Executive/Academy Head of the Academy or designated leader will endeavour to contact the parents/carers of the missing child by telephone to ascertain whether the child has been collected. The CEO will be informed.
- If after approximately 10 minutes the parents have not been contacted, the Executive/Academy Head or designated leader will contact the police after 30 minutes of the child going missing and inform the CEO.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the Academy.
- The remaining staff will return to the Academy with the rest of the children if off-site.

When the situation has been resolved, the Chief Executive Officer and Executive/Academy Head will review the reasons for this event happening and revise measures if necessary.

Reducing the Risk of Lost Children when on Educational Visits

- To minimise the risk of missing children on an educational visit, children must be briefed before setting off on the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed that in the unlikely event of being separated from the group, they must STAND STILL so that the group can re-trace their steps to locate the child.
- Children must wear Academy uniform on educational visits to ease identification of lost children and to be easily identifiable in a group.
- Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, police officer, a parent with children, or an adult, they should feel they can talk to the person and let them know what is happening. In no circumstance must they go with the

person, they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker or the Group Leader telephoned.

This Policy is reviewed by the Standards & Curriculum Committee on an annual cycle and must be approved by the Board of Trustees.

Reviewed Standards & Curriculum committee 27.1.21
Ratified by the Board of Trustees: 8 February 2021