



**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 Teacher's responsibility** to ensure that all relevant members of staff are aware of this policy. All members of staff are aware of their responsibilities, what is expected and the correct procedures to follow. It is also the Head Teacher's responsibility to ensure that this policy is reviewed on a regular 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 that 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
- All absences will be reported to the School Administrator, Jacqui Waddle.
- The school operates a First Day Response system
- Clear procedures for welcoming pupils into the breakfast club. Breakfast club pupils should use the hall entrance to school as this door will be supervised from 7.30am
- Clear procedures for welcoming pupils into school. Staff meeting and greeting in playground. Staff will be on both playgrounds at 8.45am; however the children are the responsibility of the parents until 8.50 am.



- Pupils use main gate access to the front and side of school
- Gates to the school yard will be locked at 9.00am
- Nursery pupils gain access to the Early Years via the Early Years entrance gate
- KS1 and Reception pupils line up on the yard beside their classroom door. Teachers greet the pupils at the classroom door.
- KS2 pupils line up on the Key Stage Two yard. All pupils are escorted to their classrooms by their class teacher.
- Staff mark registers promptly and accurately – morning and afternoon

#### **During the school day:**

- Staff mark registers promptly and accurately - morning and afternoon
- Blinds in the classroom are fully drawn up to ensure clear sight of pupils at all times when they are working outside
- External gates to any outside area are locked when pupils are playing outside and re-opened at 3.10pm
- If pupils leave the classroom to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom
- Updated contact information for parents and carers is sought and maintained

#### **Play time:**

- Pupils escorted to the external doors by staff
- Staff on playground before pupils come onto the playground
- Staff patrol playground and have established places to supervise
- Exit/ entry doors are closed behind the last member of staff as they come off the playground.

#### **Dinner time:**

- As above with lunchtime supervisors responsible for security of children
- A member of the Senior Leadership Team will be available at lunch time

#### **Home time:**



- Children's gate opened 10 minutes before home time to allow access for parents
- Parents will ensure that entrance to gates are kept clear to avoid congestion
- KS1 and Reception staff members pass pupils to a named adult
  
- After 10 minutes pupils who have not been collected are taken to the reception area to wait with a teacher/teaching assistant or an administrator who will make contact with parent/carer
- KS2 children to be walked to the KS2 yard by an adult, unless written consent has been obtained allowing the pupil to leave independently.
- Pupils leave by playground exits
- Children who will be attending After School Club, will be collected by a member of staff from their classrooms and escorted to the school hall
- Any children who attend an Extra Curricular Club at the end of the school day, should be collected from the front entrance of school

#### **Visits:**

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school
- Staff mobile phones taken on every visit and mobile contact numbers left at school

**If we all endeavour to follow these procedures then we can ensure the safety and well - being of all of our pupils.**

**Thank you**



## 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:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the Senior Leadership Team
- Staff will count and check that all of the pupils are 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 Senior Leadership Team if the child has been found
- A thorough check of all exits to be made, in order to make sure all gates/doors were secure and that there are no other ways a pupil could have left the school. If something is discovered this needs to be immediately drawn to the attention of the Senior Leadership Team
- If the child has not been found by the time the register check is completed the Senior Leadership member will notify the Head teacher 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.**
- When contacting parents or carers please ask them to bring with them a recent photograph of their child
- 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:

- Visit leader must ensure safety of remaining pupils. At least 2 staff must stay with them



- One or more adults should immediately start searching for the child
- Visit leader should contact school **immediately** to alert them
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- 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