



Waterhouses CE (VC)
Primary School

Missing Child Policy

Committee	SSSBE
Date Approved by Governing Body	14 th October 2015
Last Review Date by Committee	16 th September 2015
Next Review Date by Committee	September 2019

'Celebrate Learning, Achievement and Friendship'

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 Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to 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.

Staff are responsible for completing Attendance Registers. Registers are completed and returned to the school office before by 9:15am and again before 1:15pm. The exception is on a Monday when the teachers take the registers across to the pool for swimming lessons. Any pupils who are late are signed in at the school office. Teachers are in their classroom from 8:45am.

If a member of staff takes a pupil, group or class out of school, they are responsible for informing parents and the school office.

It is the responsibility of parents/carers 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. These procedures are outlined at our new parents' evening. If a parent/carer is unable to attend this meeting, then teachers are responsible for ensuring they know our procedures.

Procedures in place to minimise the risk of a child going missing:

1. The premises are secure. This means that external doors are closed after use and gates onto the playground are shut.
2. If children have to be collected early from a session then parents inform the school office in advance, either with a phone call, by letter or email, and pupils are signed out by an appropriate adult before leaving the premises. They are signed back in again on return.
3. Care should be taken with children who are new to the school and teachers should ensure that they know the boundaries of where they can and cannot go.
4. Care should be taken when moving a class around the building or to and from the playground. Staff should position themselves so that they can see the front and end of the line and establish a system with their class of agreed 'checkpoints' where the leader stops to allow the others to catch up.
5. If pupils leave the classroom to work in other parts of the school, the classteacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
6. Duty staff should be on the playground before pupils come out. This also applies to lunchtime.
7. Staff patrol all areas of the playground throughout the session. This also applies to lunchtime.

8. Hometime procedures
 - The doors of the community entrance are opened at 3:30pm.
 - Children line up by the door.
 - Staff call the children when they see their parent/carer
 - With written permission from a parent/carer, a child in KS2 may be permitted to walk home independently. This is dependent on individual circumstances and will be discussed with the parent/carer first.
 - Children who are not collected will wait with the classteacher.
9. Educational Visits
 - Thorough risk assessments and adequate staff/pupil ratios (at least following national guidelines and often in excess of this) are provided when pupils leave the school premises.
 - Depending on the nature of the visit, children to wear high visibility jackets or an identification badge.
 - Permission from parents is obtained generically when their child starts school and once again specifically for each trip.
10. After School Clubs (See also our Breakfast and After School Club policy)
 - Thorough risk assessment is in place
 - A register of pupils should be taken.
 - Parents/carers must give details of how pupils are to go home and who with.
 - A member of staff will always be on the premises until any club has finished, closed and all children are home.
11. School mini-buses
 - It is the Parents /carers responsibility to inform the school if a child is for some reason not going home on the school bus.
 - If there is any uncertainty whatsoever, if a child should or should not be on the bus, then the child must be kept in school and contact made with the parent/carer for clarification.
 - A register is always taken before the children are escorted by a member of staff to the bus.

Procedures in the event of a child going missing while on the school premises

1. A register check should be carried out to identify which child is missing and to ensure that all the other children are present.
2. All adults present, and children will be asked if they can remember when they last saw the child.
3. The HT or next most senior member of staff and school office are informed immediately. The senior member of staff and any other available staff eg teaching/office staff will carry out a thorough search of the building, including outside areas, cupboards, toilets and storage areas along with other areas where a child might hide.
4. If the class has recently moved from another area of the school, eg. the hall or the playground, then the route back to that area should be checked thoroughly. The wider school premises should be checked, eg. the car park and fields. Doors and gates must be checked for signs of entry/exit.
5. The following lists will be checked:
 - Attendance registers
 - Off site record
 - Music lesson lists
 - Interventions timetable
 - Lists of those attending other schools (eg transition activities)
6. If the child cannot be located then a member of staff should check outside the school premises, such as the route to the child's home. A mobile phone should be taken so that contact can be maintained with the school office.
7. If necessary, staff will promptly and calmly round up all pupils into the hall and a designated member of staff will supervise the children with a quiet activity eg reading a story

8. **If the child has not been found after 10 minutes from the initial report of them as missing then the parents/carers and police should be informed.**
9. A record of events should be kept to help in the search and subsequent investigation into the incident:
 - Date, time and location of disappearance
 - Who was responsible for the care of the child at the time
 - What the child was wearing
 - Any distinguishing features
 - Circumstances surrounding the disappearance
 - Time parents / other agencies contacted
10. In the event of a serious incident when a child goes missing from the premises, the Headteacher should contact the LA to advise on dealing with parents and the media. All enquiries from parents and the media should be directed to the Headteacher. The incident will be reported under RIDDOR agreements and recorded in the incident book.

Procedures in the event of a child going missing while on a school visit

1. All children will be gathered together in a secure location that has been previously highlighted on the visit Risk Assessment.
2. A register check of the children will be carried out by the Visit Leader in order to ensure that all the other children are present.
3. One or more adults, not required in supervision, must start an immediate search of the area. The venue manager must be contacted immediately to organise a search with venue staff.
4. **If the child is not found within 5 minutes the police are to be contacted.**
5. The school will be informed and arrangements made for the parents to be contacted by the Headteacher. The parent/carer will be asked to come to the venue/school at once
6. The incident is to be reported under RIDDOR agreements and recorded in the incident book.

The school will co-operate fully with any Police investigation and any safeguarding investigation by Social Care. The Chair of Governors will be informed as soon as possible and Ofsted if the child is part of the Foundation Stage.

A full record of all activities taken up to the stage at which the child was found must be made for the incident report.

Actions to be followed once a child is found

- Talk to, take care of and comfort the child.
- Speak to the other children to ensure they understand why they should not separate from a group on a visit.
- The Head Teacher will speak to the parents to discuss events and give an account of the incident.
- The investigation will involve all concerned persons who will provide written statements.
- The incident report will be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened and the purpose of the outing. Also, the length of time that the child was missing and how he / she appeared to have gone missing, This will be reviewed as a staff.

Cross reference:

- Safeguarding Policy
- Late Collection Policy
- Breakfast and After School Club Policy