



Missing Child Policy

This policy applies to all pupils in the school including those in EYFS

Start:	Autumn 2012
Reviewed and updated:	Autumn 2013, Spring 2015
Last reviewed:	Summer 2016, Autumn '16
Next Review:	Autumn 2017

Procedures:

Registration:

Morning - 8.40 am for all pupils

Afternoon - 1.00pm for EYFS and Year 1

1.15pm for Year 2

1.30 pm for KS2

The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times

When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy.

There are a limited number of situations where a child could be lost and these are:

- Where a child wanders off on an outing
- Where a child goes out of a door or gate left open on the school site
- Where a child is taken from the school site by an unapproved adult

School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above occurring.

However should a child become lost the following action will be taken:

Lost at school

In EYFS alert the Head of EYFS immediately, plus the Headteacher or Deputy Head, who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. Remember the safety of the other children with regard to supervision and security.

In KS1 and KS2, alert the Headteacher or Deputy Head immediately.

A school mobile phone should be collected from the office.

Ensuring that the remaining children are sufficiently supervised and secure, a member of staff should be sent to search each of the following zones keeping a calm manner and maintaining contact via mobile phone:

Zone A – main house

Zone B – EYFS building

Zone C – outdoor area

If the child cannot be found within fifteen minutes then the police and parents must be informed.

If the search moves to this level, the Critical Incident Policy procedure should be invoked.

Meanwhile the office will make available a photograph of the child (from database) and their description.

Continue to search, opening up the area, keeping in touch via mobile phone.

The child must be comforted and reassured when found.

When the situation has been resolved the Headteacher and SLT will review the reasons for it happening with staff involved and implement any necessary measures to ensure that it does not happen again.

Lost on an outing

If a child is lost on an outing the member of staff noticing the child missing should alert other members of the party and carry out a numbers check.

1. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
2. Another member of staff should alert the management of the organisation being visited and the School to let them know the situation.
3. Children on the visit should be asked for any relevant information if appropriate.
4. If the child is not found after fifteen minutes the police will be called and the School will alert the parents.

Pupil removed from school premises by unapproved adult

No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent either by telephone or email. This rule must be rigorously enforced.

In cases where a parent is legally denied access to their child all staff should be informed in writing of the circumstances together with a photo of the child and, if possible, the parent.

If a child is seen to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.

Measures in place to ensure a child does not go missing

- Information to staff about challenging unknown persons on the premises
- Requirement for all visitors to register on arrival with the office and obtain a visitor's badge
- Boundary security regularly checked by health and safety and maintenance teams.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue
- Collection policy for children
- Rigorous risk assessments for trips