



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, Summer 2016, Autumn '16, Autumn '17
Next Review:	Autumn 2018

Procedures:

The welfare of pupils is paramount. The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

Formal registration is taken as follows:

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.
- Staff undertake regular roll calls and head counts.

The above measures ensure that situations where a child could be lost are very limited. These are:

- Where a child wanders off on an off-site visit
- 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

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9.30am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed.

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 – Lower Key Stage 2 building

Zone C - EYFS building

Zone D – 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