



Missing Child Policy

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

Created: July 2015
Reviewed: August 2023
Next Review: July 2024

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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 Yar 1

1.15pm for Year 1-6

- 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 headteacher will consider calling a fire drill to see if the pupil who is not accounted for arrives at the role call point.

The child must be comforted and reassured when found.

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 and Non-Collection policy for children
- Rigorous risk assessments for trips

Following up an incident

When the situation has been resolved the Headteacher and SLT will review the reasons for it happening.

This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils.
- Informing Bellevue Head Office to discuss the review and agree any further action.
- If the incident requires reporting to Ofsted, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Health and Safety Committee meeting.

SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.

