

## Watling Street Primary School

### Missing Child Policy

The safety of our pupils is our priority. 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 staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a two yearly 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. They must be completed accurately and promptly according to guidelines. Completed registers must be saved on SIMs by 9:15 am and again within 10 minutes of the afternoon sessions starting.

If a member of staff takes a pupil, group or class out of school they are responsible for informing the Head Teacher of their plans. Parents and staff at the school office should also be notified.

It is the responsibility of parents to ensure they provide correct and up to date contact information and know the procedures for handover of their child at the beginning and end of sessions.

If a parent takes a pupil out of school during the day, they must sign them out at the office.

It is the responsibility of Governors to ensure 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 school day:

- The school 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.
- There are clear procedures for welcoming pupils into school.
- The school doors are closed at 9:00 am. After this time pupils report to the main school office via the main entrance.
- Teachers are in their classroom from 8:50 am.

During lesson time:

- Staff mark registers promptly and accurately – morning and afternoons and save to SIMs.
- The school caretaker ensures that the external gates are closed and locked when pupils are in school. The exception is the main car park gate.
- If pupils leave the security of the classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

During playtime:

- Staff should stay on the playground with their classes until the duty staff are outside.
- Staff patrol all areas of the playground throughout the session.
- There must always be two members of staff on the playground

During lunchtime:

- Lunchtime Supervisor staff are on duty on the playground.
- Lunch time staff patrol all areas of the playground throughout the session

- Adequate and appropriate supervision ratios are maintained at all times
- Pupils are lined up at the end of their lunch time session and counted back in to the building by the class teacher.

During home time:

- The gates are opened at 3:05pm for parents to enter the playground.
- Pupils leave building through assigned exits
- Pupils are released from the playground by the class teachers only when they have identified the person collecting them
- All staff have contact sheets with them stating who will be collecting/has permission to collect pupils from school.
- If a different adult arrives to collect a pupil and the school have not been notified, the pupil is not released until a telephone call, to the named person, has been made to confirm the arrangements.
- Pupils in the Early Years Foundation Stage are collected by from their assigned exit. Staff release children as they identify their named person.
- Children who are not collected go to the main entrance to wait with their Teacher. Office staff will then contact the named person to ascertain if there is a problem or to make other arrangements.
- Children who are attending 'Watlers' after school provision are collected from the classroom (N,R,1 and 2) or walk to the hall (3,4,5 and 6). A register of children attending the club is kept and staff are aware of who is attending from their class. Any amendments to the list during the school day are updated by office staff.

Educational visits:

- Thorough risk assessments and adequate staff / pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.
- Permission from parents is obtained generically at the beginning of each academic year for local area visits and again specifically for each trip.
- Mobile telephones and contact lists are taken on every visit.

Extra-curricular activities:

- A register of pupils is taken which also contains collection details for each child.
- Consent forms are obtained from parents or carers with contact numbers and details of how the pupils are to go home and who with.

### **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 the following procedures must be followed

- If a teacher suspects that a child is missing from a lesson or activity, they immediately contact the Head teacher or other nearest member of SLT and inform the school office. The SLT member and any available school staff will carry out a thorough search of the building, including outside areas, toilets and storage areas.
- The following lists held in the school office will be checked:  
Attendance Registers  
Inventory signing out system
- Staff will count and name check all pupils present in their class against the register.
- A thorough check of all exits will be made, to ensure all gates and doors are locked and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the SLT immediately.

- 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 contact. When contacting parents / carers, staff will ask them to bring with them a recent photograph of their child.
- The chair of Governors will be notified.

**Parents will be informed followed by the police (999) within 10 minutes of the first alert.**

- 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.
- The Class Teacher should be available to provide further information as necessary.
- A thorough search of the school buildings should continue.

**Particular attention will be paid to:**

- Rarely used rooms
- Toilets
- All classrooms
- School hall
- School grounds and out buildings
- Store rooms

**In the event of a member of staff fearing that a child has gone missing while off school premises:**

- The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start searching for the child.
- The Visit Leader should contact school to alert them.
- If the child is not found within 10 minutes, the Group Leader must contact police by telephoning 999.

The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

This policy will be reviewed every two years. In the event that the circumstances within school change then the policy will be reviewed as appropriate.

17<sup>th</sup> June 2016

Reviewed 24<sup>th</sup> May 2017 L Powell  
N Baddeley