

		Missing Child Policy		 Rat: Sp 2024 Review: Spring 2026
Ratified:	Full Governing Body	School Effectiveness		
Buildings and H&S	Finance and Resources	Pupil Welfare and Parents		

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, to ensure relevant staff are aware of their responsibilities, what is expected and 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. They must be completed accurately and promptly according to guidelines. Registers must be completed before 9.30 am and again before 2.00 pm.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office. All necessary information must be recorded on "EVOLVE" and approved by EVC, Headteacher and in some circumstances the Local Authority, within the appropriate timescales as indicated in the Educational Visits policy, unless extenuating circumstances prevent this from happening.

It is the responsibility of parents 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. If a parent takes a pupil out of school during the day, they must sign them out at the office using the InVentry system.

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 the risk of a missing pupil

Start of the day:

- The school should 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 locked at 8:55a.m for Key Stage 2, and 9:05am for Key Stage 1 and EYFS. After this time, pupils report to the main school office via the main entrance.
- A teacher or teaching assistant supervises each door - children enter school via the correct door for their year group, as follows:
 - o Nursery - Nursery playground door
 - o Reception - Reception playground gate - the appropriate side for their class
 - o Year 1 Browne - Playground side entrance between Year 1 and 2 classrooms
 - o Year 1 Potter - Street side entrance between Year 1 and 2 classrooms
 - o Year 2 Dahl - Playground side entrance between Year 1 and 2 classrooms

- o Year 2 Blyton - Street side entrance between Year 1 and 2 classrooms
- o Years 3 and 4 - Double door entrance at end of building to lime staircase
- o Years 5 and 6 - Playground side entrance next to Headteacher's Office
- On extreme weather days Pupils use link doors and proceed directly to class. Juniors come up the stairs via the main reception area. Nursery, Reception, Years 1 and 2 enter their classrooms directly from the playground.
- Responsibility for pupils passes from parents / carers to school staff only once a child is **inside** the school building.

During lesson time:

- Staff complete registers promptly and accurately in the mornings and afternoons, and report any issues or inconsistencies immediately to the school office.
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside. The exception is the main car park gate.
- If pupils leave the classroom security 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.
- Updated contact information for parents and carers is sought and maintained.
- External class doors leading onto the playground are unlocked as Fire Escapes during lessons. These doors can easily be opened from the inside.
- The main front doors of the school, and the external link corridor doors, remain locked at all times except the beginning and end of the school day, unless there is an adult monitoring these doors.

Playtime:

- Pupils are to be escorted to the playground or hall by staff.
- External gates remain locked. Staff patrol all areas in playground throughout the session.

Lunch time:

- As above.
- SLT members are available at lunch time.
- Members of staff supervising lunchtimes accompany children from the playground to the hall when they are called in for lunch.

Home time:

- The link doors open at 3:20pm for collection of pupils at the end of the day.
- Pupils leave by designated exits:
 - o Nursery - nursery playground door
 - o Reception - reception playground gates
 - o Year 1 Browne & Year 2 Dahl - Playground side door between Years 1 and 2 classrooms
 - o Year 1 Potter & Year 2 Blyton - Street side door between Years 1 and 2 classrooms
 - o Year 3 - lined up through wooden gate, one class on either side of the walkway.
 - o Year 4 - lined up next to, and across from, the Reception playground - one class on either side of the walkway
 - o Year 5 - Playground side door by Headteacher's office
- Staff call the children when they see the parent/carer.
- In Y6 children are escorted to the main office doors, and staff should ensure that all pupils leave the building in an orderly manner and only those with express permission from parents are allowed to leave the school grounds without a parent/carer.
- Children who are not collected go to main entrance to wait with their Teacher. They wait near the office where they can be monitored at all times. No child will be left unattended in the main entrance.

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, as indicated in our Educational Visits Policy.
- Permission from parents is obtained at the beginning of each academic year and once again specifically for any ad hoc trips, such as sports fixtures, at the point when parents are informed about the trip.
- Annual Parental Consent information with contact numbers for parents are taken each time children leave the school premises outside of school hours e.g. school residential trip, musical performance.

After School Clubs

- Thorough risk assessment in place.
- A register of pupils should be taken.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.
- Any external staff running an after school club will be accompanied by a member of school staff to release the pupils until they have built relationships with parents / carers. This will also happen should there be any change of teacher for an after school club for any reason.

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:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SLT and school office immediately. The SLT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage area. Time is of the essence and prompt actions must be taken by all.
2. The following lists held in the school office will be checked:
 - Attendance Registers
 - Off Site Record
 - Music lesson lists
 - After School club registers
3. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues. All available staff will conduct a thorough search.
4. Staff will count and name check all the pupils present against the register while the group are assembled.
5. A thorough check of all exits will be made, to make sure all gates/doors were locked/bolted 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.
6. At the same time the CCTV will be reviewed.
7. If the child is still not found after this initial search, the office is to inform the Headteacher or Deputy Headteacher.

8. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers, staff will ask them to bring with them a recent photograph of their child. The Local Authority will be notified by the Headteacher that a child is missing.

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

9. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

10. If the missing child has any special medical or learning needs then these need to be noted to be disclosed to the police or other agencies.

11. The Class Teacher is spoken to, to gain further information and asked to confirm if he/she attended the previous sessions.

12. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available. If a member of staff finds the child the Headteacher must be told at once. Parents, police and other authorities will be notified. The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- Resource areas
- All classrooms
- Main school hall
- The school grounds

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

1. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999. The Local Authority will be notified by the Headteacher that a child is missing.
5. 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.

In the event of an electronic or other system failure at the point of a child being reported missing:

1. The procedure will carry on as per the above, and a member of the office staff will remain in the reception area to cover the main exits out of school.
2. If possible staff members will immediately be placed on both external gates.
3. The member of SLT in charge of the search will make any additional decisions necessitated by the situation, and communicate these decisions as needed. This will include at which point to alert the police, though this will always occur within 10 minutes of the discovery of the situation as a maximum.

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.