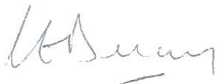




## Missing Child Policy

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

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2020
Renewal period	Annually
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## Procedures

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

- Formal registration is taken in the morning between 8.50am and 09:05am depending on year group, and from 1.00pm to 1:30 for EYFS up to Key Stage 2 for afternoon school.
- 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.  
All doors and gates are closed during the school day or monitored appropriately when they are open with staff being vigilant regarding movement of children.

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 contacting 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 the three paragraphs below, the school should retain and personalise the paragraphs which apply, according to whether the school has EYFS, boarding etc.

**In EYFS**, alert the Head of EYFS immediately, and also the Head 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. A member of the school office staff will check the signing out book to establish whether the child has been legitimately collected from school.

**In KS1 and KS2**, alert the Headteacher or a member of the senior leadership team (PL) immediately. A school mobile phone or walkie-talkie should be collected from the office.

Staff must be vigilant in respect of the safety of the other children with regard to supervision and security.

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 – Include any relevant search areas within this (eg toilets in all areas of the school, other rooms across the school, playgrounds)

Zone B – Include leadership offices, cupboards (i.e. PE cupboard), RSBC side of the building

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

## **Lost whilst off-site (including on sports fixtures)**

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 roll call/head count.

1. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen without compromising the safety and welfare of the other children.
2. Another member of staff should alert the management/security services of the organisation being visited and the School office 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.
5. Staff will co-operate with the police and take any action as directed by them.

## **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 no later than half an hour before pick up. *This rule must be rigorously enforced.* In cases where a parent is legally denied access to their child, relevant staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent. This information must be kept confidential and the photo displayed inconspicuously within the room (eg inside a cupboard door that is not accessible by children). The list of relevant staff must be reviewed regularly and written information and photos shredded when it is no longer relevant. If a child is seen (or believed) 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 include:**

- Information to staff about challenging unknown persons on the premises and urgently informing the senior leadership team
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit, obtain a visitor's badge and be provided with information regarding safeguarding and the relevant officers
- Boundary security regularly checked by health and safety and maintenance teams.
- Adequate and rigorous supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken
- BPET Collection and non-collection policy for children
- Rigorous risk assessments for trips undertaken within the allocated time scale which have been reviewed by the Education Visits Co-ordinator

## **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.
- Discussion with the parent/s of the child regarding the situation and relevant information as appropriate
- Informing the BPET Central Team 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 by the school.
- 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.

END