

WAVERLEY PRIMARY
MISSING CHILD POLICY

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 Head teacher'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.

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.

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 day

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.

A member of staff will be in the yard from 8.45am. Staff meet and greeting on the door or in the yard. Doors closed at 9.00am. KS2 Pupils use yard entrance and KS1 pupils are escorted to their classrooms. Main gates (for car park) are locked at 8.45 – 9.15 am and yard main entrance gates locked at 9.00am.

During lesson time

- Staff mark registers promptly and accurately – mornings and afternoons. Any parents informing staff of absence to be directed to school office.
- Outside activity and play to be supervised at all times. Regular head count checks are recommended.
- All staff must ensure that the external access to the yard is supervised when the children are playing outside and that the facilities manager has locked the gates.

- If pupils leave the classroom security to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Pupils move round the school in pairs and never left in isolation.
- Updated contact information for parents and carers is sought and maintained.
- External Class doors leading onto the yard are locked after playtime and dinner time – members of staff to check after playtimes.

Play time

- Pupils escorted to the external doors by staff
- Staff on playground before pupils come onto the playground.
- External gates locked and access to the yard supervised.
- Staff patrol other areas in playground – EYFS area; top yard; bottom yard.
- Yard exit/ entry doors are closed behind the last member of staff as they come off the playground
- Head count check of pupils back into the classroom

Dinner time

- As above
- Members of staff on dinner duty
- Big gates locked

Hometime

- Gates opened 10 minutes before hometime to allow access for parents. Big gates locked 2.50 pm – 3:30pm.
- Pupils leave by four exits.
- Pupils in Nursery / Foundation Stage are collected by their parent from the class. In KS1 a member of staff on the exit door. Pupils have sight of parent before they leave through the door. Pupils inform staff that they can see parent so staff aware they are leaving
- Up to date list in every classroom detailing how the pupils are to go home and with whom. Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are agreed with school office.
- Staff take KS2 pupils to the door and ensure that all pupils are collected by the appropriate adult
- After 5 minutes pupils who are left go to main entrance to wait.

Visits

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.

- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school

After school clubs

- Thorough risk assessment in place
- Register of pupils with contact numbers and details of how the pupils are to go home and who with.
- Staff to escort pupils to Club and sign them in.

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:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.
- A thorough check of all exits to 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 staff immediately.
- If the child has not been found by the time the register check is completed the SLT member will notify the Head teacher or next most senior member of staff.
- Staff will begin a search of the area immediately
- 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.
- Parents and police will be notified simultaneously
- If the child has not been found from the initial report of them as missing then parents and police will be notified simultaneously, using the 2 out of 3 external school lines.. The Head teacher 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 please ask them to bring with them a recent photograph of their child
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- 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, name, age, date of birth, parent address and addresses of other family members will be required at this call.

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

- Visit leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Reviewed 17/09/2020

Next review Sept 2022