



# Sedgefield Primary School

Learning Together for Life

## 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.

### 1. 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.
- 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. If a member of staff takes a pupil, group or class out of school, they are responsible for informing the Headteacher/SLT and parents/carers (where relevant).
- It is the responsibility of parents/carers to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand-over of the child at the beginning and end of sessions.

### 2. Procedures Aimed at Reducing the Risk of a Missing Child

#### Start of the Day

- We ensure parents/carers are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- We have clear procedures for welcoming children into school. Nursery children are greeted by staff at the Early Years door at 8.45am. For Reception and KS1 children, one member of staff is on the infant yard by 8.45am and children are lined up in classes by the infant door at 8.55am.. Infant staff either collect their class or greet them at the door. KS2 children can filter into school through the junior door from 8.45am. They are greeted by a member of staff on the door and a member of staff is in each classroom. Doors into classes are closed at 9.00am (all gates are locked by 9.10am and are not reopened until 3.05pm).
- The Main Entrance is used between the hours of 9.00am and 3.10pm.
- Staff complete the electronic registers promptly and accurately – mornings (by 9.10am) and afternoons (1.10pm for juniors/1.20pm for infants). If there is any doubt about the whereabouts of a child when the register is taken, the class teacher should

take immediate action by notifying the admin staff or Headteacher. The school will then be in contact straight away with the parent/carer, in order to check on the safety of the child.

### Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult (adults check that gates are locked). Children should not be sent out onto the yard unless a member of staff is present.
- If children leave the classroom security to work in other parts of the school, staff ensure that adequate supervision is maintained at all times and all children are accounted for on return to the classroom.
- External class doors leading onto the yard are shut before and after playtime and lunch time (they cannot be opened from the outside).

### Hometime

- Staff dismiss children one by one:
  - Nursery and Reception from the Early Years door
  - Year 1 and Year 2 from the Infant door
  - Year 3 and Year 5 from the classroom doors
  - Year 4 from the playground
  - Year 6 from the Junior door
- Staff ensure children are handed over to their parent/carer/appropriate adult.
- After 10 minutes children who are left go to main entrance to wait and a parent/carer is telephoned.
- Each class teacher is responsible for knowing who pupils are to go home with (Year 6 are allowed to walk home by themselves, providing parents/carers have completed a letter to give permission). This is reviewed each year and maintained with up to date contacts when parents/carers make any changes.

### Visits

- Thorough risk assessments are always carried out, including adequate staff/pupil ratios (see Educational Visits Policy). Full Day visits, or those involving coach travel are recorded using EVOLVE.
- Each group is supervised by a separate member of staff/volunteer.
- Children are briefed before setting off on the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- The number of children is checked regularly by frequent roll calls.
- Mobile phones are taken on every visit and mobile contact numbers are left at school.

### After School Clubs

- A register of pupils is taken at the beginning of each session.
- Consent forms are obtained from parents/carers and it is made clear that children must be collected by an adult at the end of each session.

### **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 member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will count and name check all the children present against the register while the group/class 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 will be made to make sure all gates/doors are locked/bolted and there are no other ways a child could have left the school. If something is discovered, this needs to be drawn to the attention of the SLT member immediately.
- If the child has not been found by the time the register check is completed, the SLT member will notify the Headteacher.
- If the child has not been found after 10 minutes from the initial report of them as missing, then a parent/carer 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/carers, they will be asked to bring with them a recent photograph of their child.
- 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.

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

- The visit leader must ensure the safety of the remaining children.
- 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 5 minutes, the visit leader must contact the police.
- The visit leader should alert school that the police have been contacted and school will make arrangements to notify parents/carers, after which procedures above to be followed.