

AVONMOUTH CE PRIMARY SCHOOL

Policy for pupils going missing on school trips and visits

The purpose of this policy is to set out clearly for all stakeholders, the process that will take place should a child go missing during a school trip or visit.

Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school led activities.

Class teachers and group leaders will carry out head counts at regular intervals, and especially at transition between activities.

- If a child is found to be missing the following actions must be taken without delay.
- A very quick search of the immediate area to be undertaken, including areas such as the toilets.
- While this search is ongoing, a member of staff must phone 999 and inform the police that a child is missing (see Appendix 2 for details of likely questions from the police).
- School office to contact parents/carers and inform them of the situation as soon as this is possible.
- The BCC Emergency number will then be called to inform them of the situation.

- Once a pupil has been found, Headteacher or Senior Leader will brief police and parents.
- A written report will be filed on the incident.
- BCC Health and Safety will be notified using reporting forms 1 and 2.
- A member of the Governing Body will be informed.
- The Local Authority will be informed.

All school staff must carry a fully charged mobile phone programmed with the school's number, the Head teacher's mobile number and the Deputy Head's mobile number.

A full set of medical and contact forms must be carried on the trip, and the BCC emergency number.

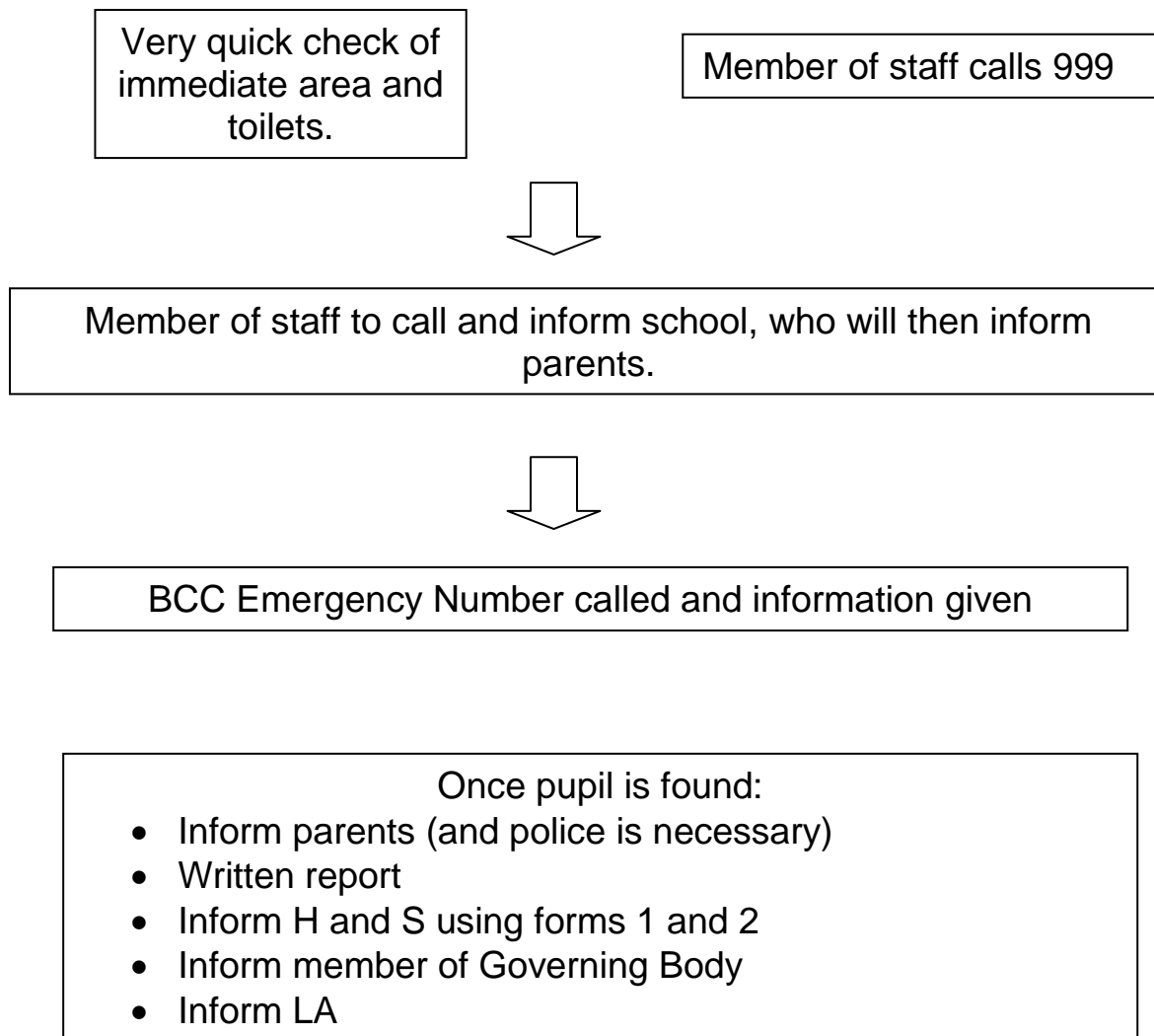
A full risk assessment must be carried out for all trips and visits, and specific arrangements for particular pupils must be indicated (e.g. higher ratio, 1:1 support etc). A sample risk assessment can be found in appendix 3.

Ratified by Governors on _____

Signed _____

Date for review _____

Appendix 1
Flowchart of Actions for a pupils missing on a trip or visit



Appendix 2
Questions the police may ask

The standard missing person questions are set out below. Of course, other questions may be asked depending on an individual situation.

How old is the missing person?

Any medical or mental conditions we need to be aware of?

Do you think the person has left voluntarily?

Description of person – this will include date of birth, home address, telephone number and demeanour.

Is clothing appropriate for current weather conditions?

When was the person last seen?

Who was the person seen with?

Did the person leave in a vehicle/ on foot/ bike, etc.?

What direction was the person going?

Do you know where they might go?

Do you know why he/she has gone missing?

Has he/she been missing before? If yes, where were they found?

Did he/she take any personal items (medication, money, clothing)?

Did he/she take any weapons? If so, what type?

Do you believe he/she may try to harm themselves or other?

Who has legal custody?

Did he/she leave any notes, letters or threats?

In the case of a child going missing, details of parents/carers names and addresses will be asked.

Appendix 3
EXAMPLE RISK ASSESSMENT FOR SCHOOL TRIP OR VISIT

Date of Assessment **Assessed by:**
Section: Avonmouth CE Primary School
Section 1

What is the Task/Activity or Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards	What Degree of Injury Can Reasonably be Expected (<i>Risk Rating Matrix Table 1</i>)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What Likelihood/Probability is there of an Accident occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is The Risk Rating (See Note Below & <i>Risk Rating Matrix Table 2</i>)?
Coach to and from the venue	Entering and leaving coach	Participants and staff	Minor	Children are spoken to before each trip to reinforce messages about appropriate behaviour getting on and off the bus. Adult supervision on entry and exit from the bus. Coach to drop children at a safe place where there is minimal traffic	Medium	Low
	Road traffic accidents	Participants and staff	Serious	Ensure a reputable company is always used and travelling on the public highway.	Medium	Medium
	Walking from coach to visit site	Participants and staff	Minor	Pupils spoken to before each trip to reinforce messages about appropriate behaviour walking on pavements. Children to walk only on the pavement. Adult to pupil ratio is a minimum of 1:10 (higher for younger children).	Low	No significant risk
Walking on public pavements and paths	Children walking in road; Road traffic accidents	Participants and staff	Serious	Pupil to walk in pairs and be closely supervised by adults; pupils to be reminded about road safety and the importance of following adult instructions immediately and without question while out, before the trip.	Low	Medium
Risk assessment of specific activities to be undertaken				<i>This must be completed for each trip and visit individually</i>		
Lost or missing child	Child lost or missing from the	Children	Serious	Regular headcounts during the day, especially at transition times between activities; at least 1:10 pupil to adult ratio minimum, and	Low	Medium

	group			<p>higher for younger pupils.</p> <p>All staff to have mobile phones, fully charged and programmed with the school's number, the Head's and Deputy's mobile numbers.</p> <p>If a child becomes lost from the group, immediate response required to include:</p> <p>Quick search of immediate area with a simultaneous call to the police (999); <u>after this</u> school must be informed and parents will be called as soon as possible.</p> <p>BCC Emergency Number will then be called by the school to inform them of the situation and actions being taken.</p> <p>Staff must therefore carry a mobile phone each and this must be programmed with the school's number, the Head's mobile number and the Deputy Head's mobile number.</p>		
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Example Risk Assessment
Section 2 - ACTION PLAN

RISK RATING MATRIX
(Notes To Aid Completion Of The Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High (Frequent)	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)	Medium (Possible)	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Low (Unlikely)	Not likely to occur.

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High (Likely)	Medium (Possible)	Low (Improbable)
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Proceed with Caution! Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Proceed with Caution! Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	No further action required. The risk is no more than is to be encountered in normal every day life & is, therefore, regarded as being acceptable.