



**OAKWORTH PRIMARY SCHOOL**  
**“committed to the safety and welfare of its pupils”**

**MISSING CHILD POLICY**

Every effort is made to ensure the safety of children whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

**RESPONSIBILITIES**

- It is the Headteacher’s responsibility to ensure that all staff are aware of the policy and are aware of their responsibilities, what is expected and the relevant procedures to follow.
- 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/carers 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 CHILD**

**Start of the Day**

- The school 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. **Responsibility for the child remains with the parent/carer until the child enters the school building between 8:45 am and 8.55 am.**
- There are clear procedures for welcoming pupils into school. Staff meet and greet the children at the appropriate entrance.
- All key stage entrance doors are kept open until 8:55 am. After 9.00 am all children must enter the school via the School Office and must be signed in the late arrival log by the parent or carer bringing that child to school. This is to ensure that children are registered on the premises and that lateness is monitored.
- The main entrance is used between the hours of 8:55 am and 3.05 pm, after the side gates are locked.
- Staff mark registers promptly and accurately for the morning and afternoon sessions.

**Care Club**

- The school takes responsibility for children attending Care Club from 7.30 am until they are handed over to their class adults at 8.45 am

- Children move from Care Club to their classroom once the children in their class have begun to enter school, they are not let into class unsupervised.
- Children attending Breakfast Club are supervised whilst playing outside. Staff wear hi-viz jackets and have constant communication with staff inside the school.
- Children needing to re-enter school during outside play sessions are escorted to where they are visible to another member of staff. They then enter school via the KS1 or 2 Tigers doors.

### **Times Outside the Classroom**

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult.
- If pupils leave the classroom security to work in other parts of the school, we 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 on the playground are locked before and after playtime and dinner time.
- Access is then gained with an electronic key fob. The Nursery and Reception classroom doors, internally and externally, can only be opened by an adult.

### **Home Time**

- Staff see children out of the relevant exits and ensure that all children are collected by the appropriate adult.
- After 10 minutes, pupils who are left are taken into 2 Lions classroom (opposite the main entrance) and the office is informed to ring the contacts of the child. No child is then able to leave school without a member of staff knowing.
- If a child is collected late, an adult signs late collection book
- If the child is not collected and we cannot contact anyone on the child's file after half an hour a member of the senior management makes the decision as to whether to contact Children's Services or the police.
- If a child has not been collected after half an hour, in order to ensure that they are kept safe and their needs are being catered for (e.g. appropriate supervision, drinks and food) they will be escorted to the After School Care Club with reassurance that they will be looked after. A charge will be made to parents/carers at the relevant After School Care Club rate.
- If a decision is taken to wait a little longer, the maximum amount of time is an hour from the original time the child should have been collected. The senior member of staff also contacts the Initial Contact Point on 01274 437500 to seek further advice. Should we be unable to seek advice, we will then make the decision to call the police.



- The School Office has details of any specific collection routines. This is reviewed regularly and maintained with up to date contacts when parents/carers make any changes. All changes are made in writing.

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### **School Visits**

- Thorough risk assessments and adequate staff/pupil ratios are provided whenever pupils leave the school premises. These are approved by the EVC (Educational Visits Coordinator) and Headteacher before the visit takes place.
- Adequate communication contact and a list of pupils/groups is taken on visits out of school.
- Mobile phones are taken on every visit and mobile contact numbers left at school.
- The SLT all have a copy of the Bradford Council Emergency Procedures Yellow Card.

### **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 Headteacher or nearest member of the SLT.
- Staff to promptly, but calmly, round up all pupils present against the register while the group are assembled in one place
- AT THE SAME TIME, all other available staff to conduct a thorough search of the premises and notify the Headteacher/SLT member if the child is found.
- 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 immediately drawn to the attention of the staff.
- If the child has not been found by the time a register check is completed, staff will begin a search of the area.
- 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 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 and disclosed to police or other agencies.

#### **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.

This policy will be reviewed every two years or earlier, if necessary.

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Signed.....  
Chair of Governors

**Date: 7 March 2017**

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