



Missing Child Policy

Policy Statement

The safety and security of the children in our care at Bartley C of E Junior School is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

Each pupil who arrives at school is registered first thing in the morning. Children are expected to come into school independently and make their way into to their classroom. Staff ensure children are greeted when getting off the buses in the morning.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time. During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

The register is taken again in the afternoon. When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- If the child is not found after approximately 15 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone e.g. to ascertain whether the child has been collected.

- If after approximately 15 minutes the parents have not responded to attempted contact, the Headteacher or Deputy will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the Headteacher and SMT will review the reasons for this event happening and revise measures if necessary.

Reducing the Risk of Lost Children when on Educational Visits

- To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed that in the unlikely event of being separated from the group, they must STAND STILL so that the group can re-trace their steps to locate the child.
- Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable in a group.
- Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, or police, or a parent with children, or an adult they should feel they can talk to the person and let them know what is happening. Under no circumstance must they go with the person, they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker or the Group Leader telephoned.

Actions when a child misses the bus

A majority of our children use Hampshire Transport to go home in the evenings. Staff check children onto the bus and ensure they are seat belted in before the bus leaves. Occasionally a child misses the bus home.

- Child to be taken to the school office and a member of staff will contact the child's parents to arrange for the child to be collected from school.
- Child to remain in office until parent arrives.

Actions when a child fails to be picked up by parent/carer or parent believes the child is not at the correct picking up point

The school has been given permission from the Haywain Public House and Copythorne Parish Hall to use their car parks at the start and end of the days to ease congestion and reduce the build up of traffic outside the school gates.

- Children are regularly reminded that if they have not been collected as previously arranged, to return to the school office and a member of staff will

contact the child's family to find out about the arrangements for collection. Child will remain in the office until the parent arrives to collect them.

- If a parent notifies the school that their pick up arrangements will be changing/parent has been delayed for that evening, the message taker will notify the child's class teacher and ensure that the child has been given the updated message. If a parent is running late, the child will be taken/told to wait in reception.
- If a parent notifies the school that their child has not met them at the correct pick up destination, the school office/bus duty teacher will alert all staff to carry out a sweep of the school. One member of staff will walk to the Haywain and another will walk to the Parish Hall. Both members of staff will report back to the school ASAP if the child has been located. If after 15 minutes the child is still missing the school will contact the police. Whilst this is happening the parent needs to contact any other family members/child care providers to ensure their child is not with them.

October 2016 – October 2019