

# St Walburga's Catholic Primary School, a Voluntary Academy

## Missing Child Policy



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Policy Date November 2016

Reviewed and amended October 2017

Signed \_\_\_\_\_ Chair of Governors

Signed \_\_\_\_\_ Headteacher

Review Date September 2018

## **Children Missing in Education Policy**

### Rationale

The safety of our pupils is paramount 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 during the school day.

### **1. Responsibilities**

Governors to ensure;

- They comply with their duties under '*Keeping Children Safe in Education*' September 2016 and
- Policies and procedures comply with '*Children Missing Education Guidance*' September 2016
- Headteacher/designated safeguarding lead to ensure;
- All staff are aware of this policy
- Staff understand their responsibilities and what is expected of them
- Review the policy annually or when there is a change in guidance.
- Staff to read this policy and act at all times according to its guidance.
- Parents to ensure they provide correct and up to date contact information and handover/collect their children safely at the beginning and end of the day.

### **2. Procedures aimed at reducing risk of a missing child**

#### **Start of the day**

- Clear procedures for welcoming pupils into breakfast club and signed in by a member of staff.
- Pupils are schools responsibility from 8.45am until 3.15pm. Classroom doors are open from 8.45 am. Gates are locked at 9.00 am
- Whilst entrance doors are open, they will be supervised by a member of school staff.
- Staff mark registers promptly and accurately – mornings and afternoons
- All staff must confirm that the external gates are locked when pupils are playing outside.

#### **Throughout the day**

- If pupils leave the classroom 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.
- If any outside activities take place, e.g outdoor PE, visits to the woods, a full headcount should be completed once the class has returned to the classroom to ensure all pupils are accounted for.

#### **Play time**

- A minimum of two adults are on the playground during whole school play times
- A full headcount must be undertaken after morning and afternoon playtime in all classes to ensure all pupils are accounted for on return to the classroom

#### **Dinner time**

- There must always be at least two adults in the playground at all times
- A member of the Senior Leadership Team is available at lunch time

## Home time

- Member of the Senior Leadership team or other members of staff are available at the end of the day
- Pupils in Foundation Stage are collected by their parent or known adult from the class
- Yr 1, 2 and 3 have a member of staff on the exit door. Staff hand over child to known adult.
- Yr4, 5 and 6 staff stand at the exit doors to their classroom and observe children being collected
- Prior parental permission must be given for any children in Yr 5 and 6 who are walking home alone. The children must tell the teacher each day as they leave that they are walking home alone
- Staff take pupils to the door and ensure that all pupils are collected by the appropriate adult in KS1 and Foundation
- Any child not collected after 10 minutes will go to the main office to wait to be signed out by the responsible adult

## External visits

- Robust risk assessments are conducted and the required staff/pupil ratios are provided using the EVOLVE system
- Risk assessments are signed off at the appropriate level
- A mobile phone is taken on every visit and mobile contact numbers left at school

## After school clubs

- Risk assessments are in place and regularly reviewed
- Register held of pupils including contact numbers and details of how the pupils are to go home and with whom

## 3. Procedures in the event of a child going missing whilst at school

- The member of staff who has noticed the missing child will calmly inform the headteacher/designated safeguarding lead(s) – Mrs Snelling , Mrs Fearnley, Mrs Baxter who will be responsible for managing, co-ordinating and recording the progress of the investigation
- Staff will promptly but calmly round up all other pupils to a pre-arranged area and a designated member of staff will supervise the group
- 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 headteacher/designated safeguarding lead if the child is found immediately
- Thorough checks 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 a breach is discovered this will be immediately drawn to the attention of headteacher/designated safeguarding lead
- If the child has not been found by the time the register check is completed the headteacher/designated safeguarding lead will be notified
- 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
- If the child has not been found after a thorough search (10 minutes) from the initial report of them as missing then the police must be called and parents informed by the headteacher/designated safeguarding lead

- If the missing child has any special medical or learning needs these need to be noted to be disclosed to police or other agencies.

#### **4. Procedure in the event of a child going missing whilst off school premises:**

- Visit leader must ensure safety of remaining pupils, leaving at least two members of staff to supervise them
- One or more adults should immediately start searching for the child
- Visit leader should contact the headteacher/designated safeguarding lead to alert them and await further instructions
- If the child is not found within 5 minutes the visit leader/headteacher or designated safeguarding lead must contact police by phoning 999
- Member of staff who notified the police should confirm to headteacher/designated safeguarding lead or visit leader that the police have been contacted and agree who will make arrangements to notify parents and children's social care, after which procedures above will be followed.

#### **5. When the child is found**

When the child is found the Headteacher, designated safeguarding lead and/or another member of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort. The lead member of staff will call off any search and notify all agencies that the child has been safely found.

#### **6. Evaluation**

The Designated safeguarding lead/headteacher will fully investigate all incidents, review areas of improvement and implement any changes from lessons learned to ensure a similar event does not happen again.