



Missing Child Policy 2022- 2023

St. Michael in the Hamlet Primary School

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.

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 and to ensure that the policy is reviewed on a timely basis.

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.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and sign them out at the school office.

It is the responsibility of parents 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.

If a parent takes a pupil out of school during the day, they must sign them out at the office. A member of the Admin team ensures this is done via our electronic system.

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 pupil

Start of the day

- The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming pupils into school. From 8.45a.m., a member of staff is deployed to each of the school gates to meet and greet. The school gates are locked at 9.00am. A member of staff remains on the yard until the gates are locked.
- Pupils use main entrances and head into the building from 8:45, staff must be in their classrooms from 8.45a.m. to welcome the children. All Teaching staff should be on the yard from 8.45a.m.



During lesson time

- Staff mark registers promptly and accurately – mornings and afternoons and return them to the designated area. The registers are reviewed by the attendance champion before 10a.m. and checked for absent pupils.
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside. The exception is the main car park gate in the Junior building.
- If pupils leave the classroom security to work in other parts of the school, the class teacher must 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.
- All external class doors leading onto the playground are locked during lessons. These doors can easily be opened from the inside.

Playtime

- Pupils are to be escorted to the external doors or hall by staff.
- Duty staff should be on the playground before pupils come out.
- Teachers should remain with their class on the playground until adequate staff supervision is present.
- External gates remain locked.
- Staff patrol all areas in playground throughout the session.
- Exit/ entry doors are locked behind the last member of staff as they come off the playground. This includes external doors from KS1 toilet areas, which are closed once the pupils have exited to the playground. Access to KS1 toilets is gained through the First Aid point, which is staffed at all times.

Lunch time: (as above)

- Lunchtimes are staffed by Learning Support Staff and 3 mid-day Supervisors. Staff are deployed on a rota basis to ensure all playground areas and dinner centres are appropriately staffed.
- SLT members are available at lunch time.
- Learning Support Staff accompany children from the Reception and Infant playground when they are called in for lunch.

Home time

- The gates are opened 5 minutes before home time to allow access for parents/carers. Pupils leave by assigned exits.
- Pupils in the Foundation Stage and KS1 are collected by their parent/carer from the classes or a designated exit point from the Infant building.
- Pupils and staff have sight of a parent/carer before they leave through the door.
- In KS2 children are escorted on to the playground by their teacher who ensures that all pupils leave the building in an orderly manner.
- Children who are not collected go to the designated 'late' area to wait with their class teacher or a member of SLT.

Educational Visits

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- Permission from parents must be obtained.

We are

Safe, Motivational, Inclusive, a Team and Happy



- Mobile phones taken on every visit and mobile contact numbers left at school.
- Staff count and name check all pupils engaged in trip / off-site visit at the beginning, periodically at suitable stages throughout the trip (e.g. lunchtime or re-grouping), before return journey and during handover to parents / carers.

After School Clubs

- Thorough risk assessment in place.
- A register of pupils should be taken.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

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:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SMT and school office immediately. The SMT member and any learning support staff will carry out a thorough search of the following areas: - Play Room / Training Room / Staffroom/ ICT Suite / Hall / Library / Under stairwells / Cloakrooms / First Aid Room or First Aid Area / Store Cupboards - Toilets and playgrounds. - Garden Area (including Sensory Garden) - Information concerning sports fixtures/activities/school trips.
2. The following lists held in the school office will be checked: - Attendance Registers - Off Site Record - Music lesson lists - Lists of those attending other schools (i.e. for taster days)
3. If necessary, staff will promptly, but calmly round up all pupils to a pre-arranged area and a designated member of staff will supervise the children. 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.
4. Staff will count and name-check all the pupils present against the register while the group are assembled in one place.
5. A thorough check of all exits will 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 drawn to the attention of the staff immediately.
6. At the same time the CCTV will be reviewed.
7. If the child is still not found after this initial search, the secretary informs the Headteacher and/or Deputy Headteacher.
8. The Head or School Office personnel then 'staff' the telephone. If the child has not been found after 10 minutes from the initial report of them as missing then parents / carers 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 staff will ask them to bring with them a recent photograph of their child.
9. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
10. 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.



11. The class teacher is spoken to in order to gain further information and asked to confirm if he/she attended the previous sessions.

12. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available, including maintenance department staff.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- Learning Support Rooms
- All classrooms
- Main school hall
- The school grounds

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

1. The Visit Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within 5 minutes, the Visit Leader must contact police by telephoning 999.

The Visit Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described in points 9 to 11 will be followed. A secondary search will then be undertaken, with care and sensitivity to other pupils / staff/. The visit leader will then work with the Police, keeping the school informed throughout.

This policy will be updated to reflect changes/procedures put in place to increase the safety of our children.

Reviewed: Autumn 2022

Next review date: Autumn 2023

