

## *Duddon Saint Peter's CE School*



### **Missing Children Policy**

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out the procedures for dealing with the unlikely event of a child going missing.

#### **Responsibilities:**

- It is the Head teacher's responsibility to ensure that all 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 regular basis.
- 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 to ensure they provide the 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 that they are aware of the school's procedures and to challenge/support the school in its review of this policy.

#### **Procedures aimed at reducing the risk of a missing pupil:**

##### Start of the day:

- 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 children entering school. Doors are closed and locked at 9.00am. All other entries to the school are made via the front door.
- Pupils use the appropriate entrance near to their classes.
- Gates are closed when children are inside school.

##### During lesson time:

- Staff mark registers promptly and accurately – mornings and afternoons.
- Staff ensure clear sight of pupils at all times when they are working outside.
- All staff must ensure that gates to any outside area are closed/locked when pupils are working/playing outside.
- If pupils leave the classroom to work in other parts of the school, ensure that adequate supervision is maintained at all times and pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

#### Break times:

- Staff on break duty arrive in the playground with the pupils.
- Gates are closed/locked.
- Staff patrol all areas.
- Doors are closed and locked behind staff and children as they return from the playground.

#### Dinner time:

- As above
- There are sufficient members of staff on duty.

#### School field:

- Staff will have sight of all children when on the school field.
- Fences/hedges will be maintained safely.
- Sufficient staff are on duty to cover the number of children.

#### Hometime:

- Pupils leave by appropriate exits.
- Notification has been received if children are to be picked up by adults other than usual carers/parents.
- Children in Classes One and Two are passed to their parents from the classroom doors.
- If children are not collected at the end of the day, they remain in school under supervision and parents will be contacted.

#### Visits:

- Thorough risk assessments and adequate staff/pupil ratios are maintained.
- Adequate communication contact and a list of pupils/groups to be taken out of doors is maintained.
- Mobile phones are taken on every visit and mobile contact numbers are taken on visits.

#### Before/After school clubs:

- Thorough risk assessments are in place.
- A register of pupils with contact numbers is maintained by the school office.

#### 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 will inform the Head teacher or another member of staff if Head teacher is not on site and staff in the school office.
- Staff will promptly 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 Head teacher and staff member if the child is immediately found.

- A thorough check of all exits will be made to make sure that all doors/gates were locked and there are no other ways a child could have left the school. If something is discovered, this should be drawn to the attention of the staff immediately.
- Staff will begin a search of the area immediately. The safety and care of the 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 10 minutes from the initial report of them as missing, then parents should be notified. The Head teacher or 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, these need to be noted to be disclosed to the police or other agencies.

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

- The visit leader must ensure the safety of the remaining pupils. At least 2 staff should remain with them.
- One or more adults should immediately start to search for the child.
- The visit leader should contact the school to alert them.
- If the child is not found within 5 minutes, the visit leader should contact the police.
- The visit leader should alert the school that the police have been contacted and school will make arrangements to notify parents, after which the procedures above should be followed.

Any incidents of missing children will be recorded in the school's safeguarding log. Communication of any incidents or any action will be made to parents/carers.

Date: *June 2018*

Date of review *Summer 2019*