



# Missing Child Policy

**The safety of our pupils is our priority whilst they are in our care at school. This Directed Guidance sets out our procedures for dealing with the unlikely event of a child going missing, and must be followed by all staff members.**

## **1. Responsibilities**

It is the Head teacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed and monitored on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Teaching staff or designated support staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9:20 am and again before 1:20 pm.

Teaching staff are responsible to ensure all pupils are accounted for on transition to/from areas of the school.

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

The school office completes the 'Off Site Register'.

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.

A register will be taken by all group teachers before each session.

A register will be taken by the Sports Coach who delivers P.E. before each session.

## **2. Procedures Aimed at Reducing Risk of a Missing Pupil**

### **i) Start of the school 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.

All teachers must be in their classroom from 8:45 am. When this is not possible the named class support member of staff shall be there.

School gates will be locked by 9.00am by the premises officer. After this time all entrance and exit is via the main office. Gates are unlocked again at 3pm.

From 8.45- 9am and 3-3.15pm when gates are unlocked, it is the class teacher or designated member of support staff responsibility to ensure pupils are kept within the physical confines of the school building until home time.

Safety –time extends until 3.25pm, when uncollected children should be escorted to the main office by the class teacher or designated member of staff. Pupils will then be matched up by the office staff and exit from the building via adult operated access controls. If children remain uncollected, parental contact is sought to ensure pupils are collected/have permission to leave the school site.

### **ii) During lesson time:**

Staff mark registers promptly and accurately – morning and afternoons and return them to the school office before 9.20 am and 1.20pm accordingly

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.

If working outdoors, all staff must ensure that the external gates to any outside area are closed and locked. In the Foundation Stage outdoor learning environment, when freeflow is in operation there should be 2 members of staff outdoors with children and within eyesight. If number rise outdoors then the third 'Facilitating Adult' should also move to the outdoor area as directed by the class teacher or designated supervising adult. Elmer/Gruffalo staff must not be required to take any unplanned additional responsibility for Barnardo pupils whilst working outdoors.

As Continuous Provision underpins learning in the Foundation Stage, the management of staffing should ensure that comfort breaks for staff are operated whilst access to the outdoor freeflow is restricted in order to maintain appropriate Staffing levels.

If a member of staff leaves the classroom/working area for any unplanned reason, this must be justified; all staff will be held to account for leaving their area. This is not expected by the Headteacher or Governors and is unusual and rare during lesson time as staff are engaged in the business of teaching and learning. However if it is absolutely necessary then it should be made clear to the remaining staff members that the staff member is leaving the room, and the care of the pupils in their group

at that point in time is handed over. A headcount should be taken on departure and return of missing staff member, when groups are handed back.

Updated contact information for parents and carers is sought and maintained.

**iii) During playtimes: (lunch, afternoon and mid-morning)**

Duty staff should be on the playground before pupils come out. A duty rota is in the staffroom. It should be made clear to supply teachers on arrival to school by the school office if they are responsible for playtime duty. If teachers swap sessions for organisational reasons both teachers involved are responsible to ensure that playtime duty is considered within any arrangements and that playtime duty is fulfilled.

External gates remain closed and locked. Staff patrol all areas in the playground throughout the session. At the end of playtime, the Lancaster Bomber and other fixed equipment should be checked. On return to classrooms the class teacher or designated member of staff should head count the children back in.

It is the responsibility of the members of staff on duty to ensure that they know where pupils in their care are, including first aid.

**iv) Additional guidance during lunchtime: (In addition to above)**

SLT members are available at lunchtime.

Pupils in the Lunchtime Nurture base should be marked in/out. When leaving the Nurture base the Class Mid-day supervisor should be made aware that the child is now outside.

Mid-day supervisors accompany children from classroom to the playground and then into the hall when they are called in for lunch.

The sports coach, or any club leaders should ensure a headcount at the beginning and end of lunch time sessions

It is the responsibility of the members of staff on duty to ensure that they know where pupils in their care are, including first aid.

Mid- day supervisors should ensure a headcount when lining up to come back inside after lunchtime play.

Class teachers or designated members of support staff should ensure a headcount on return to lessons.

**v) During home time:**

Pupils leave the building from their assigned exit.

FS/Yr1 Pupils are collected by their parent / carer from their assigned exit. Staff call the children when they see the parent / carer and match up accordingly.

Yr2 onwards, staff oversee departure of pupils to their assigned parent/carer. For some pupils in year 4 and 5, where appropriate and agreed with parents children walk home independently. In this case staff should ensure pupils leave the building, walk along the pathways, and exit the gate in an orderly manner.

Children who are not collected as safety time go to the main entrance to wait with at the main office. They are released from the building once office staff are satisfied they are matched with their assigned parent/carer.

**vi) Educational visits:**

Thorough risk assessments and adequate staff / pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.

Permission from parents is obtained generically at the beginning of each academic year and once again specifically for each trip.

Mobile telephones taken on every visit and mobile contact numbers left at school as part of the risk assessment for that trip.

**vii) After School Clubs:**

It should be made clear to pupils where and what time a club is to begin. It is the responsibility of the club organiser to put in place arrangements for pupils to arrive safely at the commencement of any club.

A thorough risk assessment should be 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.

**viii) Heightened risk of absconding**

If it is known that a child has a higher risk of leaving the supervision of the class teacher or member of support staff an individual risk assessment should be put in place. Such risk assessment should be shared with parents and signed off by the Headteacher. As a result additional measures may be put in place for individual pupils.

### **3. 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:

#### **Stage 1:**

##### **ALERT**

If a teacher/cover supervisor TA suspects that a child is missing from a lesson or activity, they contact the school office immediately. The school office will alert the Headteacher or most senior member of SLT immediately.

If a member of support staff suspect a child is missing they must inform the class teacher/cover supervisor immediately to action the above.

**The code 'Pied Piper' should be used; giving details of the time and place the pupil was last seen.**

#### **Stage 2:**

##### **SEARCH**

All areas of the school will be alerted to search for the missing child. The code 'Pied Piper' will be used. (See Appendix 1 for further details)

Each class teacher will take responsibility for their class in a calm manner to keep remaining children safe. It is paramount to ensure the safety of all pupils and maintain a calm and proportionate response.

The exception to this will be the Deputy Head (1) teacher who will co-ordinate the search in the middle section of the school and the FS leader who will co-ordinate the search in the Lower end of the school. (Class bases Elmer, Gruffalo, Barnardo and Pre-school) The Deputy Head Teacher (2) will co-ordinate the search in the top area. In these cases the designated member of support staff will step in for the class teacher. The Bursar/School Business Manager will coordinate the search in the Admin area of the school.

In case of the Head teacher being out the DHT (1 or 2) will resume that role. In case of the Deputy Head teacher being out (or stepping up to HT) the KS1 lead will lead the search in the central area, or SENCO will lead the search in the top area..

A headcount of all children will be taken to ensure no other pupils are missing and if necessary a roll call taken.

Office Staff: 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 (eg Transition activities)

All other available members of staff will immediately and simultaneously carry out a thorough, rigorous and systematic search of the building, including outside areas, toilets and storage areas. This will follow the search plan (appendix 1) to systematically work through each area of the school. Top locks on doors will be manually locked down to ensure the missing child cannot move freely around the building and be sequentially missed.

As soon as the child is found this should be reported back to the school office. The office will then contact the other search bases to call off the search.

Once an area is searched the search coordinator for that base should report this back to the school office. The search base is then repeated.

A thorough check of all exits will be made, to ensure 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 SLT immediately

The school secretary will be the central information point for any information regarding the missing child on extension 201. This is the internal contact regarding updated information. Walkie talkies and mobiles will be used when searching the school grounds.

The CCTV camera (Camera 7 top DVD) will be checked to review if the child has left the school grounds. This will be done by the technician or Headteacher as available.

**If it is clear that a child has left the grounds:  
(Escalate to Stage 3 below)**

If it is apparent from the search or CCTV that a pupils has left the school grounds then the Headteacher should be immediately contacted (via the office as central info point as necessary). In this case police and parents should be immediately called. If it possible to track the child by foot two members of staff will be directed by the Headteacher to locate the pupil and return them to school. At least one member will be the Headteacher/Deputy.

**Stage 3:  
INFORM**

If the child has not been found after 10 minutes from the initial report of them as missing then parents and the police should be notified.

When contacting parents /carers, staff will 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 to be disclosed to police or other agencies.

The Class Teacher is spoken to in order to gain further information and asked to confirm the run up to events leading to the discovery of the missing child. This is done to elucidate any further information in order to exact the whereabouts of the child.

The class teacher and all members of staff connected to the child during the session are to note down the events leading up to the discovery of the missing child.

A thorough search of the school buildings continues and is repeated and is carried out by senior members of staff with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- ICT room
- All classrooms
- School hall
- School grounds.

On arrival of the police all information is handed over to enable the police to continue the search.

The Headteacher/ Deputy will contact the Chair of Governors accordingly after parents have been contacted.

All reports will be taken to ensure the process of investigation into the incident. The incident must be reported to the LA.

### **In the event that a member of staff fears a child has gone missing during lunchtime/Playtime**

1: The Headteacher/Deputy is informed.

Outside: The end of session whistle is blown and children line up as at the end of a session. A headcount of pupils is taken

Inside: A whistle is blown to signify quiet and stillness in the dining hall, whilst a headcount is taken in situ.

Off site and club registers are checked.

If necessary a roll call is also taken.

2: If it is apparent that a child is missing, pupils return to their child bases, supervised by their Mid-day Supervisor, and then the procedures described above will be followed.

In such an emergency all available staff members onsite are expected to support the school in the search for a missing child.

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

1. The Group 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.  
If within the confines of a visited establishment (eg museum etc) Facilities Staff should be informed in order to augment the search.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999.
5. The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

Following the event a thorough investigation will be led by the Headteacher to identify the events and opportunities for a pupil to become missing. This will be reported to the Chair of Governors to identify next steps to minimise risk of such an event occurring again.

***This procedure has been agreed by the staff and ratified by Governors in the Autumn Term 2013 and will be reviewed in line with the school's cycle of policy reviews, by and in the first instance no longer than Autumn 2014***



## **Appendix 1**

### **Organisation of search**

#### **Search co-ordinators:**

##### **1: Lower area: Foundation Stage Leader Supported by all Staff**

(Gruffalo, Elmer, Barnardo, Pre-school Outdoors) (Top lock on Barnardo Door)

##### **2: Admin area: SBM/Bursar Supported by TA from Lower area, TA from middle area**

(Belcote Hall, Community Lounge, Family Room, Corridors, Heads' Office, Staff Room, Lancaster Hall, Staff Workroom).

##### **3: Middle area: Deputy Head (1) or KS1 Lead (both SLT)**

(Attenborough, toilets and KS1 store room, Dahl, toilets and withdrawal room, Hockney and toilets, Mandela, toilets and withdrawal room, Music Room, KS1 Playground)

##### **4: Top area (Deputy Head Teacher (2) or SENCO)**

(Library, Keller, Darwin and Almond room (Top locks), Lineker, ICT Suite (MacMillan), KS2 Playground, Lineker Cloakroom, Red Corridor, Mandela Cloakroom & toilets.)

##### **5: Field: (Cl Darwin Lead)**

(Woodland area, boundaries)

**Pied Piper Check list:**

<b>Date</b>	<b>Time</b>			
<b>Incident</b>				
<b>Name of child</b>				
<b>SLT Lead</b>				
<b>Policy Check list:</b>				
<b>ALERT</b>				
<b>Sent by</b>				
<b>Name of child</b>				
<b>When last seen</b>				
<b>Where last seen</b>				
<b>Description</b>				
<b>Alert to HT/Deputy</b>				
<b>Alert sent to all areas</b>				
<b>SEARCH</b>				
<b>Office check:</b>	<b>Registers</b>	<b>Off-site</b>	<b>Visits</b>	<b>groups</b>
<b>Search check in:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Lower</b>				
<b>Admin</b>				
<b>Middle</b>				
<b>Top</b>				
<b>Field</b>				
<b>INFORM</b>				
<b>Parents</b>				
<b>Police</b>		<b>TIME:</b>		
<b>Further discussion with class teacher</b>				
<b>Reports noted by staff</b>				