

KIRKHAM GRAMMAR JUNIOR, INFANT AND PRE-SCHOOL

POLICY DOCUMENT

MISSING CHILD POLICY

Policy number: 28	Originating date: December 2008	Date last reviewed: November 2018	Next review: November 2019
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The welfare of all of the pupils at Kirkham Grammar Junior, Infant and Pre-school is the school's paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the pupils safe at all times. Our staffing ratios are generous both in EYFS and the Infant & Junior School, and are deliberately designed to ensure that every pupil is appropriately supervised.

In the unlikely event of a pupil going missing from the Junior, Infant and Pre-School the following procedure will be implemented immediately:

1. All staff present will be informed and an immediate search of either the Junior, Infant and Pre-School Pre-School, Junior and Infant School will be made followed by a search of the whole school buildings and surrounding area. Staff must ensure that all other pupils remain supervised. Staff in charge of 'X' classrooms will remain with the Year Group to supervise the pupils whilst staff in 'Y' classes will help in the search procedure. Where there is only one class in the year group the class teacher must remain with that class.
2. The member of staff in charge will notify the Headmistress whilst other members of staff continue searching. If this extends beyond a 15-minute period the police and Designated Officer will be informed by the Headmistress.
3. A roll call will be taken in the school hall.
5. The parent/carers of the missing pupil will be contacted.
6. During this period, staff will be continually searching for the missing pupil, whilst other remaining staff maintain as near normal routine as possible for the rest of the pupils in either the Junior, Infant and Pre-School School.
8. The Headmistress with a member of SLT will meet with the parent/carers and the police.
9. Instructions from the police will be acted upon accordingly.

10. Any incidents must be recorded in the Incident Book (located in the filing cabinet in the Reception area for Pre-School and in the School Office for Infant and Junior pupils).
11. Staff must also ensure they refer to the Handling of Critical Incidents Policy (No 12).

Action to be taken if a pupil is missing during the school day, in Breakfast Club or After School Club or school based co-curricular activity times:

- If a pupil is missing from a lesson/registration/lunchtime or other school based activity, the teacher responsible should, in the first instance, ask other pupils in the class/group if the whereabouts of the missing pupil are known.
- It is important that, whilst pupils understand the seriousness and urgency of the situation, calm is maintained so that accurate information can be gleaned.
- As a rule, the younger the pupil, the more quickly secondary action is required. If the child is missing from EYFS for more than 5 minutes, the teacher should contact the School Office, who should ask for a member of SLT senior colleagues to attend.

Action to be taken if a pupil is missing whilst on an out of school visit:

- If a pupil is missing on a school visit, the teacher responsible will need to ensure that all staff, volunteers and other pupils on the visit are immediately made aware.
- The last known sighting should be ascertained.
- The venue management must be informed immediately and instructions given by them must be followed.
- A number of other actions should be taken, depending on the location:
 - tannoy announcement made
 - school contacted
 - police contacted
 - parents contacted

Following any incident whereby a pupil has gone missing, the school will review the procedures outlined in the policy.

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