



Micklefield C of E Primary School

Missing Child Policy

Our school, Micklefield CE (VC) Primary School, is committed to safeguarding and promoting the welfare of all its pupils and expects our staff, volunteers and visitors to share this commitment

Every effort is made to ensure the safety of pupils whilst they are in the school's care. Children are supervised at all times.

Staff complete the school register twice a day at 8.55am and 1.00pm. The completed registers are then checked by the office staff and any unexplained absences are immediately followed up with a phone call to the parents/carers.

At the end of the school day children are handed over to their parent/carer/responsible adult. Older children are allowed to leave the school site alone if permission has been given by the parent/carer. If no approved adult is there at normal pick up time, the child is taken to the office and their parents/carers are called. The child is supervised by a member of school staff until they are collected.

When a child is to be collected during the school day, parents/carers MUST report to the school office. The child will then be collected from class and handed over, parents MUST sign the child out to say they have left the premises. Any child arriving to school during the school day MUST come through the main entrance and parents/carers are asked to sign their child in at the office.

Children are not allowed to leave the school site on their own during the school day. It is the responsibility of ALL staff to supervise the children inside the school building and outside on the playground and field.

All visitors (including parents) enter and leave the school via the main entrance and MUST sign in and out at the school office. All visitors are given a badge to wear and are supervised by a member of staff whilst they are in school.

If a child is noted to be missing from the school site during the school day:

1. Staff must immediately check with the school office staff to see if the child has been collected and inform the headteacher and try to determine the possible reason for the child to have gone missing.
2. All available staff will check the grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary, a search of the immediate locality will also take place.
3. If the child is not found on the school site, parents/carers will be notified that their child is missing.
4. If appropriate staff will then check the child's home/suspected/known destination
5. Staff MUST follow the flow chart on the reverse of this document.



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Missing from School Response Checklist

Referral pathway for reporting children and young people missing /absconded during the school day

