

**MIDDLETHORPE
PRIMARY SCHOOL**
'Inspiring a love of learning'

Missing Child Policy
2016 - 2017



Middlethorpe Primary Academy

Missing Child Policy

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

Responsibilities

It is the Principal'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.

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.

It is the responsibility of governors to ensure they are aware of the Academy's procedures and to challenge/support the Academy in its review of this policy.

Procedures aimed at reducing 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.
- Clear procedures for welcoming pupils into Academy. Doors closed at 9.00am.
- Staff mark registers promptly and accurately – mornings and afternoons.
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside. The exception is the main gate.
- If pupils leave the classroom security to work in other parts of the Academy 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.

Play time

- Staff on playground before pupils come onto the playground.
- External gates closed
- Staff patrol zoned areas in playground
- Entry doors are closed behind the last member of staff as they come off the playground

Dinner time

- As above
- SLT available at dinner time

Hometime

- Pupils in Foundation Stage are collected by their parent from the Foundation Stage Classroom exit. Member of staff on the exit door
- Pupils have sight of parent before they leave through the door
- Pupils inform staff that they can see parent so staff aware they are leaving
- Staff take pupils to the door and ensure that all pupils are collected by the appropriate adult
- After 5 minutes pupils who are left go to main entrance to wait with office staff.

Visits

- Thorough risk assessments and adequate staff/pupil ratios (no less than one staff member to 10 pupils) are provided when pupils leave the Academy premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of Academy.
- Mobile phones taken on every visit and mobile contact numbers left at Academy

After Academy clubs

- Thorough risk assessment in place
- Register of pupils 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

Academy:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.
- Staff will 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 SLT member if the child is found immediately.

- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the Academy. If something is discovered this needs to be drawn to the attention of the staff immediately.
- If the child has not been found by the time the register check is completed the

SLT member will notify the Head teacher or next most senior member of staff.

- Staff will begin a search of the area immediately- taking a mobile phone with them
- The safety and care of other pupils is paramount so the security of the Academy and the number of staff remaining to supervise the other pupils in the Academy must be adequately maintained while the search continues.
- At the same time the CCTV will be reviewed.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Principal 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 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 then these need to be noted to be disclosed to police or other agencies.

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

Academy premises:

- Visit leader must ensure safety of remaining pupils. At least 2 staff must stay with them.
- One or more adults should immediately start searching for the child.
- Visit leader should contact Academy to alert them.
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.
- Visit leader should alert Academy that the police have been contacted and Academy will make arrangements to notify parents, after which procedures above to be followed.

Policy Date: November 2016