

St Saviour's C of E Academy

Missing Child Policy

Summer 2020

Policy Statement

The safety and security of the children in our care at St Saviour's C of E Academy are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care. This policy sets out the procedures that are followed to reduce the risk of any child going missing and the emergency procedures that will be followed in the case of a child being reported missing.

Procedures to reduce risk

1. Registration

Children come into school through their designated entrance door. At this point they are transferred into the care of the school. Registers are taken using Arbor by 9.10am.

Children who arrive at school after 9.00am should come in via the front office where they will be signed in.

Office staff check the registers and cross-reference all absences with information received from parents. If the school has not been informed of the reason for a child's absence, and they have not arrived at school by 9.30, then the office staff will attempt to contact parents using the contact details provided. If they cannot get through to anyone, messages will be left asking the parents / carers to contact school. It is the responsibility of parents to ensure that their contact details are up to date and that someone is able to respond to emergency calls from school in a timely manner.

Registers are taken again by 1.10pm in the afternoon. Staff must ensure that they know the reason for absence for any child who was present in the morning but is not in the afternoon.

2. Supervision

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time. During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

3. Premises

All side gates are locked by 9.30am in the morning by school staff. After this time access to the school and its ground is only possible through the main gate and the front office. All visitors to school must sign in at the office and are required to wear an identity tag or an official visitor's badge. Any person on site without the correct identification should be challenged immediately by a member of staff.

4. Off-Site Visits

When on visits off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits Policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls. All group leaders carry a mobile phone and in event of an emergency will contact the teacher in charge and the school. Children are briefed before the visit of the importance of staying with their group at all times.

Emergency Procedures for Missing Children

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed.

- A roll call will be taken to ascertain that the child is definitely not present.
- Staff will ensure the safety and well-being of other children then alert a member of the Senior Leadership Team.
- A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds: going to places at which the child was last seen; tracing the routes that they may have taken and asking other children for relevant information. The signing-out register will also be checked to make sure that the child hasn't been collected.
- If they are off-site, the search will cover the venue of the visit and its surrounding areas. Venue staff will be asked to help with the search.
- The search team will aim to establish within 15 minutes that the child is definitely not on the premises. At this point the child will be considered officially missing.
- Once the child is considered to be officially missing, the parents will be contacted. If it is discovered that they have collected the child without informing staff, they will be reminded of the importance of following procedures for the collection of children. Further investigation may be appropriate at a later stage.
- Once it has been established that the child isn't with their parents, the police will be phoned using the 999 emergency number.
- When the police arrive, all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff will return to the school with the rest of the children.
- When the situation has been resolved, the Principal and SLT will review the reasons for this event happening and revise school policies and procedures if necessary.

Written Summer 2020

Principal L Davis

Chair of Governors M Weller

Review Summer 2023

Signed



Signed

