

Missing Child Policy

Debden CE Primary Academy

Reviewed by: Matt Hawley	February 2020
Shared with staff:	February 2020
Shared with Governors:	February 2020
Review date:	February 2022

Aims and objectives

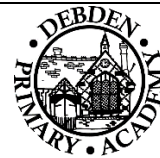
Debden C. of E. Primary Academy is committed to safeguarding and promoting the welfare of children and young people in its care, believing that, "The Welfare of the child is paramount"- Children Act 1989. This policy plays an integral part in safeguarding our children and promoting their wellbeing in order to ensure their optimum development. Through following this policy, we enable our staff:

- To locate any missing child quickly;
- To ensure that all children are kept safely on the school premises during school hours;
- To ensure that children who leave school during the school day only do so with the Head of School or teacher's permission and that they are accompanied by an authorised adult;
- To ensure that the building, grounds and play areas are safe and secure during school hours;
- To ensure that teachers and staff keep children under proper supervision at all times.

Procedures

The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

- Formal registration is taken in the morning at 8.45am and again at 1pm;
- Staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times;
- All gates and doors leading off the school premises are locked during school hours;
- There is a secure perimeter fence (as far as is practically reasonable) and children are strictly prohibited from climbing this fencing under any circumstances (e.g. even if they lose a ball over the fence).
- Regular inspections of the school grounds take place (as a part of the school's health and safety procedures) to ensure that the school remains safe and secure;



-When children are returned to school after approved absences, they are brought to the school office by their parent/carer to ensure that they are signed in and there is a continuously accurate record of the children in the building;

-When on excursions outside the school premises, staff devise rigorous risk assessments and implement strategies to maximise the safety and security of the children, including undertaking regular roll calls and head counts.

The above measures ensure that situations where a child could be lost are very limited. However, a rare event in which a child goes missing may include:

-Where a child is unsupervised (e.g. when going to the toilet) and does not return;

-Where a child wanders off on an off-site visit;

-Where a child goes out of a door or gate left open on the school site;

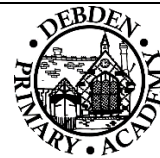
-Where a child is taken from the school site by an unapproved adult;

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents/carers by 10am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed. School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above occurring. However, should a child become lost, the following action will be taken:

Lost at School

If a child is lost in school, the following procedures should be followed:

1. Ensure that all other children are safe and supervised.
2. Conduct a swift search of the area immediately around where the child was last seen.
3. Alert the Head of School (or in their absence, the Senior Teacher/s) and the front office immediately.
4. Alongside the Head/Senior Teacher, conduct a thorough search of the school premises, to ensure that the child is not within the school grounds. Remember to check all of the outdoor areas, other classrooms, the communications room, the demountable buildings, the multi-purpose hall, and the front office area.
5. If the child cannot be found within fifteen minutes, then parents/carers must be informed.
6. The Head of School/Senior Teacher will perform a search in the areas surrounding the school environment (and/or the child's route home, where it is deemed that this would have been the child's most likely course). Whilst this is taking



place, members of staff on site should ask the other children for any relevant information (if appropriate, and without alarming them).

7. If the child is not found within 30 minutes, the school will call the police. Staff will co-operate with the police and take any action as directed by them.
8. The Designated Safeguarding Lead would inform the Local Children Safeguarding Board.
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
10. The Head of School should inform the Chair of Governors and the Executive Headteacher.
11. A full record of all activities taken up to the stage at which the child was found would be made for the incident report (all relevant information, e.g. dates/times should be accurately recorded in this log). If appropriate, procedures would be adjusted.
12. Once a child has been located, they will be talked to, taken care of and, if necessary, comforted.

-If a child runs away from school and is in the eye line of an adult/s, the staff member will after the child or try and talk to the child to try and get them to come back. (Unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g running onto the road, members of staff should not physically restrain or grab the child.) One other staff member should be called upon to aid in this situation. The adults should keep the child in eye line and then should contact the school office - 01799 540302.

Lost whilst off-site (including on sports fixtures)

On an outing, the leading member of staff should have a copy of the risk assessment, the class list, and should have their mobile phone on them. If a child is lost on an outing, the member of staff noticing the child missing should:

1. Alert other members of the party and carry out a roll call/headcount.
2. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
3. Another member of staff should alert the management/security services of the organisation being visited (giving a full physical description of the missing child) and the Head of School as well as the School office (01799 540302) to let them know the situation.
4. Depending on the location of the visit/outing, the remaining children would be localised in the immediate area, held on the coach or taken back to the place of residence pending further instructions.
5. Children on the visit should be asked for any relevant information if appropriate.



5. If the child is not found after fifteen minutes the police will be called and the School/Head will alert the parents/carers and explain what has happened, and what steps have been set in motion. Ask them to come to the school, if possible, at once.
6. Staff will co-operate with the police and take any action as directed by them.
7. The Designated Safeguarding Lead would inform the Local Children Safeguarding Board.
8. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
9. The Headmaster should inform the Chair of Governors and the Executive Headteacher.
10. A full record of all activities taken up to the stage at which the child was found would be made for the incident report (all relevant information, e.g. dates/times should be accurately recorded in this log). If appropriate, procedures would be adjusted.
11. Once a child has been located, they will be talked to, taken care of and, if necessary, comforted.

Pupil removed from school premises by unapproved adult

No child is allowed to leave the school site with an adult other than a parent/carer without permission being received from a parent/carer either by telephone or email. This rule must be rigorously enforced. In cases where a parent/carer is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent/carer.

If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.

Collection and non-collection policy for children.

Teachers/ CAs should accompany children to the parent collection point at the end of the school day. They should maintain supervision of the child until they are satisfied that the child's parent/carer has collected them.

Children taking the bus meet in the Frogs classroom at the end of the school day, and are registered by the member of staff on bus duty before being supervised onto the bus.

If a child is not collected within 15 minutes of the agreed collection time, we will call the contact numbers for the parent or carer. If there is no answer, the member of staff on duty will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing,



the Head of School who will make emergency arrangements for the child as necessary. Where appropriate we will make a full written report of the incident.

Following up an incident

When the situation has been resolved the Headmaster and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved (including dates/times).
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils. Where a child is deliberately/ frequently absconding from supervision, the appropriate interventions/ sanctions will be implemented. Where the school feels unable to keep the child safe, this may include temporary/ permanent exclusion.
- Informing the Executive Headteacher to discuss the review and agree any further action.
- If the incident requires reporting to Ofsted, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Governing Board meeting. This policy will be reviewed and changes implemented to ensure that similar future incidents do not occur.