Emmaville Primary School

Lost or Missing Child Policy

2018-2020



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

Responsibilities

It is the Headteacher's responsibility to ensure that all relevant members of staff are aware of this policy. All members of staff are aware of their responsibilities, what is expected and the correct procedures to follow. It is also the headteacher's responsibility to ensure that this policy is reviewed on a regular 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 that they are aware of the school's procedures and to challenge/support the school 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
- All absences will be reported to the School Administrator, Julie McKie
- The school operates a First Day Response system
- Clear procedures for welcoming pupils into the breakfast club. Breakfast club pupils should use the rear gate to school as this gate will be open from 7.30am
- The automatic gate to the front of school will open at 8.40am
- Clear procedures for welcoming pupils into school. Staff meeting and greeting in playground. A member of staff will be on both playgrounds at 8.45am, up until this point children are the responsibility of the parents
- Pupils use main gate access to the front and rear of school

- Entrance gates to school will be locked at 9.00am

- Reception pupils gain access to the Early Years via the Early Years entrance gate
- Nursery pupils and children who attend Purple Poppies, enter via the rear yard

- KS1 pupils line up on the front yard behind their class cones. All pupils are escorted to their classrooms

- KS2 pupils line up on the rear yard. All pupils are escorted to their classrooms

- Staff mark registers promptly and accurately – morning and afternoon

During the school day:

- Staff mark registers promptly and accurately - morning and afternoon

- Blinds in the classroom are fully drawn up to ensure clear sight of pupils at all times when they are working outside

- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside

- If pupils leave the classroom to work in other parts of the school 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:

- Pupils escorted to the external doors by staff

- Staff on playground before pupils come onto the playground

- Staff patrol playground

- Exit/ entry doors are closed behind the last member of staff as they come off the playground.

Dinner time:

- As above with lunchtime supervisors and Teaching Assistants responsible for security of children

- A member of the Senior Leadership Team will be available at lunch time

Home time:

- Children's gate opened 10 minutes before home time to allow access for parents

- Parents will ensure that entrance to gates are kept clear to avoid congestion

- KS1 members of staff take pupils to the front playground and ensure that all pupils are collected by the appropriate adult

- After 10 minutes pupils who have not been collected are taken to the reception area to wait with a teacher/teaching assistant or an administrator who will make contact with parent/carer

- KS2 children to be walked to the rear yard by an adult

- Pupils leave by playground exits

- Children who will be attending After School Club, will be collected by a member of staff from their classrooms and escorted to the Family Room

- Children should be collected from After School Club via the door of the Family Room. No children or parents are permitted to enter the main school building from the Family Room, they must leave the school premises via the Family Room door leading out onto the rear yard of the school building

- The entrance gate at the back of school will remain open until 6.05pm in order to allow for the collection of children from the After School Club

- Any children who attend an Extra Curricular Club at the end of the school day, should be collected from the front entrance of school

Visits:

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises

- Adequate communication contact and a list of pupils/groups to be taken on visits out of school

- Staff mobile phones taken on every visit and mobile contact numbers left at school

Moving between the main building and the hall:

- All areas of the school building are secure and in order to gain access between areas a fob or office button must be used

If we all endeavour to follow these procedures then we can ensure the safety and well - being of all of our pupils.

Thank you

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 school:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the Senior Leadership Team

- Staff will count and check that all of the pupils are 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 Senior Leadership Team if the child has been found

- A thorough check of all exits to be made, in order to make sure all gates/doors were secure and that there are no other ways a pupil could have left the school. If something is discovered this needs to be immediately drawn to the attention of the Senior Leadership Team

- If the child has not been found by the time the register check is completed the Senior Leadership member will notify the Head teacher or next most senior member of staff

- Staff will begin a search of the area immediately

- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues

- **If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified. The Headteacher 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 school 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 school to alert them

- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999

- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed