

# GREAT SANKEY PRIMARY SCHOOL



Together We Learn and Grow

## MISSING CHILDREN POLICY

Version	Date	Action
1	January 2015	New policy written to replace previous policy
2	September 2017	Reviewed and adopted by Governors Next review Sept 2019
3	September 2019	Reviewed and adopted by Governors Next review Sept 2021
4	September 2022	Reviewed. Updated to reflect the use of digital registers.

# GREAT SANKEY PRIMARY SCHOOL

## MISSING CHILD POLICY

The safety of our pupils is our priority whilst they are in our care at school. The purpose of this policy is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- Provide a clear procedure which is understood and effectively implemented by all staff.
- Enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional / behavioural maturity.

This policy should be read in conjunction with our main Safeguarding Child Protection policy.

### Responsibilities

It is the Headteacher'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.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be submitted digitally by 9.05 and then 1.15 (EYFS and KS1) and 1.40 (KS2).

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office.

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.

If a parent takes a pupil out of school during the day, they must sign them out at the office on the Inventory system.

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

### Occasions when a child may go missing

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:

### **a) From an indoor lesson**

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This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return;

- to go to the toilet
- to collect something from another classroom / being sent to another room - taking errands such as the register to the office.

### **b) From an outdoor lesson**

This could occur when the class are outside of the building when the children spread out and/or engaged in a variety of activities that make it easier for a child to wander away unnoticed.

e.g. – during games lessons on the playground or field

- during other outdoor lessons
- at the beginning or end of outdoor lessons when children are getting changed or using the toilet etc.

### **c) Travelling around the school**

This could occur when the children are spread out and beyond the teacher's direct total supervision.

- going to and from the hall or outdoors before and after a PE lesson - going to and from the hall before and after assembly
- going to and from the classroom at the beginning / end of lunch / break times

### **d) Other times**

- At the start of the school day when children are moving more freely around the school grounds and building to get to their cloakroom and classroom - At break and lunch times
- At the end of the school day when children and parents are freely moving about.

<b>Procedures aimed at reducing risk of a missing pupil</b>
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#### **Start of the day:**

🚦 The school should 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. 🚦

There are clear procedures for welcoming pupils into school. A teacher or teaching assistant is always available on the playground from 8.45am and teaching staff from KS1 greet at the gates just outside classroom doors. A member of SLT and the Pastoral lead or also out on the playground most days. The school gate is locked at 9.00am.

🚦 Pupils use main entrances and proceed directly to class.

🚦 Teachers must be in their classrooms at 8.45am to welcome children.

#### **During lesson time:**

🚦 Staff mark registers promptly and accurately – mornings and afternoons and submit them digitally to the office.

- ✚ All staff must ensure that the external gates to any outside area are locked when pupils are playing outside.
- ✚ If pupils leave the classroom security to work in other parts of the school, the class teacher must 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. ✚ External class doors leading onto the playground are locked during lessons, unless children are in free play outdoors. In this case, an adult will be supervising the children.
- ✚ In KS1 and in the hall, door alarms must be switched on during the school day when the doors are closed.

### **Playtime:**

- ✚ Pupils are to be escorted to the external doors by staff.
- ✚ Duty staff be on the playground before pupils come out.
- ✚ Staff patrol all areas in playground throughout the session.
- Exit/ entry doors are locked behind the last member of staff as they come off the playground.
- The main gate off the playground remains locked during the day.

### **Lunch time:**

- As above.
- SLT members are available at lunch time and on duty daily.

### **Home time:**

- The gates are opened 15 minutes before home time to allow access for parents/carers.
- Pupils leave by assigned exits.
- Pupils in the Foundation Stage and KS 1 are collected by their parent/carer from outside the class external area. Teacher / member of staff and pupil have sight of a parent/carer before they leave through the door / gated areas.
- In KS 2 children are escorted to the playground and ensure that all pupils leave the building in an orderly manner. Teachers remain on the playground until all children from their class have been collected.
- Children who are not collected go to main entrance to wait with a member of staff.
- Those pupils in UKS2 who are allowed to leave the school grounds without an adult, must have written parental permission to do so. Teachers will ensure they are aware of who these children are.

### **Educational Visits:**

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- Permission from parents/carers must be obtained.
- Mobile phones taken on every visit and mobile contact numbers left at school.

### **After School Clubs:**

- Thorough risk assessment in place.
- A register of pupils should be taken.
- If a pupil does not turn up to a club, this should immediately be followed up via a phone call to the office to check if the child has attended school that day.

- Consent forms should be obtained from parents/carers 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:**

It is important that the person discovering a child is missing knows what to do. In the event of a member of staff fearing that a child has gone missing while at school:

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1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SLT and school office immediately. The SLT member and nominated staff will carry out a thorough search of the following areas:

- Classrooms, including library, DT room and treetop hub.
- Offices, hall cupboards, stock cupboards and hall cupboards
- Splat shed
- Gather information concerning off-site sports fixtures/activities/school trips.
- Toilets and playgrounds.

2. The following lists held in the school office will be checked:

- Attendance Registers
- Inventory (for offsite information)
- Music lesson lists
- Lists of those attending other schools (i.e. Penketh High School, TCAT choir)

3. If necessary, staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will supervise the children. 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.

4. Staff will count and name check all the pupils present against the register while the group are assembled in one place.

5. A thorough check of all exits will be made, to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately.

6. At the same time the CCTV will be reviewed.

7. If the child is still not found after this initial search, the secretary informs the Headteacher and/or Deputy Headteacher.

8. The Head or School Secretary/office then 'mans' the telephone. 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 staff will ask them to bring with them a recent photograph of their child. The Headteacher/Deputy Headteacher may also direct key members of staff to search the vicinity or known areas the child may have gone to outside school, whilst keeping in contact with school throughout on mobiles.

**Parents will be informed followed by the police (999) within 10 minutes of the first alert.**

9. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

10. 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.

11. The class teacher is spoken to gain further information and asked to confirm if he/she attended the previous sessions.

12. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available, including maintenance department staff.

**Particular attention is paid to:**

- Rarely used rooms / areas
- Toilets
- Learning Support Rooms
- All classrooms
- Main school hall
- The school grounds

**In the event of a member of staff fearing that a child has gone missing while off school premises:**

1. The Visit Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within 5 minutes, the Visit Leader must contact police by telephoning 999.

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