



Children missing from site policy

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Signed Ms *S Ward*

Headteacher

Signed *Mrs F Good*

Chair of Governors

Children missing from site policy

Purpose

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.

Aims

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

Day to day procedures

At Burton Pidsea Primary School, we have clear and consistent procedures to ensure the safety of children at the start and end of the school day.

Children and parents may access the Infant school playground (through the pedestrian gate) from 8.45am. It is expected that parents will stay with their children until 8.50am or make arrangements for their child to be supervised by other parents. Children coming to school by Taxi are driven into the car park and then escorted into the school by the taxi driver. A member of staff will then escort them to their classrooms.

It is the responsibility of parents whose children walk to school by themselves to ensure their child understands the importance of going straight to the school site and remaining in the playground until it is time to enter the school.

Members of staff will be in the infant playground at 8.50am. The children line up in their classes and then are escorted into school. A member of support staff remains on the playground until 9.00am

Electronic registers are taken and closed at 9am; the office staff are immediately aware of any absent children and the procedures to follow. The school operates an efficient attendance/registration system which allows us to monitor absenteeism

The school gate is locked at 9am and all mag locks are secure. At this point, no one can access the school site other than through the vehicular access, which is monitored by CCTV. Children arriving after this time are expected to report to the office.

At break time, the children are escorted to and from the school grounds under the supervision of staff and support staff.

During lunchtime, the children are escorted to and from the school grounds under the supervision of midday supervisors.

It is the school's policy that children must be supervised at all times.

At the end of the school day, the KS1 and Foundation Stage children are released to parents/carers through their individual classroom doors.

KS2 children are escorted to the parent waiting area. A member of staff waits with the children until they have been collected by an adult.

Children going home by Taxi are escorted by a member of staff either directly to the taxi (if it is already in the car park) or to the reception area to wait.

If a child is not collected, then they are escorted to the school office, where a phone call is made to parents.

It is the responsibility of the parents to make school aware of any changes to the school 'pick up' routine.

Pupils leaving the site during the school day must be collected from the school office and signed out by parent/guardian.
(see attendance policy)

For further information, please see:

- school site security policy & procedures
- attendance 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:

- **From an indoor lesson**

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

to go to the toilet

to collect something from his/her bag in the cloakroom

being sent to another class or teacher as a punishment

undertaking errands for the teacher such as taking the register to the office

- **From an outdoor lesson**

This could occur when the class are outside the building with the children spread out and/or engaged in activities that make it is easy for a child to wander away unnoticed. e.g.

during games lessons on the playground or field

during other outdoor lessons, (e.g. measuring parts of the building)

at the beginning or end of outdoor lessons when children are getting changed

using the toilet

- **Travelling about the school**

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

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

- **Other Times**

These include: -

at the start of the school day when children are freely moving about the 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

Upon Discovering a child is missing

It is important that the person discovering a child is missing knows what to do. What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

Voluntary helpers will:

Notify immediately the class teacher.

(If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher)

They should state the name of the child (if known) or a description of the child (if the child's name is not known to them)
 what the child was last seen doing and
 where the child was last seen
 how long since they last saw the child.

Thereafter they should assist with any organised search for the child as directed by the class teacher or the Head teacher.

Support Staff will:

Notify immediately the class teacher.

(If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher)

They should state the name of the child
 what the child was last seen doing and
 where the child was last seen
 how long since they last saw the child.

Thereafter they should assist with any organised search for the child or supervision of the rest of the class as directed by the class teacher or the Head teacher.

Lunchtime supervisors will:

Notify immediately a teacher, or the DH or HT (whoever is found first).

They should state

- the name of the child
- what the child was last seen doing and
- where the child was last seen
- how long since they last saw the child.

Thereafter they should assist with any organised search for the child or supervision of the rest of the children as directed by the Senior Midday Supervisor or the Headteacher or senior member of staff

The Class Teacher will:

Conduct a search of the immediate surroundings
in the classroom (looking under tables, work surfaces and other possible hiding places such as cupboards)
adjacent work areas and classrooms
nearby cloakrooms and toilets.
Outdoors - in the immediate area where the child was last seen including looking under bushes and up trees etc.

[NB The teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible].

If this initial search does not find the child the teacher shall begin a wider search of the school buildings and grounds including searching public areas in other parts of the school e.g. library areas, toilet and cloakroom areas, corridors, hall etc.

The task of undertaking this search can be done either by the teacher or they can delegate this to a member of the support staff depending on the teacher's knowledge of the child including their emotional and behavioural characteristics.

If this search does not discover the missing child within a reasonable time **(no more than 15 minutes)** the teacher must inform the Headteacher (directly or via the school office) of the missing child and the facts surrounding the child's disappearance.

The Headteacher will:

Take charge of the situation.

If satisfied that the class is adequately supervised, the Headteacher will join the teacher (and support staff if applicable) in searching the school premises for the missing child directing the teacher (and others) where to search

When the Headteacher is satisfied that the child is not on the premises he/she will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has returned home.

This initial call must be placed within 30 minutes of the child first being reported missing

The office staff will also be asked to contact the police. Thereafter the Headteacher will follow the instructions of the police regarding the continuation of the search for the child.

If the parents cannot be contacted at home the Headteacher (or other adults as directed by the Headteacher) will begin a search outside of the school's immediate premises.

This may include a visit to the child's home if this is near the school.

If the child is not found within 60 minutes, the Head teacher will inform the Social Services and the Chairman of Governors of the child's disappearance.

The Office staff will:

Inform the Headteacher of the missing child and then await further instructions. They will not take part in the search but will instead contact the child's parents when instructed by the Headteacher to do so and inform them of the situation.

They will then hand communication with the parents over to the Headteacher unless directed otherwise by the Headteacher.

The office staff will also be asked to contact the police.

If the parents cannot be contacted the office staff will, if directed to do so by the Headteacher, telephone social services and Chairman of the school governors to inform them of the missing child and giving them such information as they may request.

The school staff, including the Headteacher, will then continue the search as directed by the police and the office staff will continue to try to contact the child's parents.

Missing Children Seen on the Premises

If the missing child is seen on the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

The child should be watched but not pursued. The member of staff must behave in a manner that is not threatening to the child.

Staff are expected to use their professional discretion in deciding whether or not it is appropriate to follow the child

The staff member should never risk their own personal safety

An appropriate member of staff should attempt to talk calmly to the child to establish why he/she is out of class.

If necessary, parents should be telephoned to assist with bringing the situation to a calm conclusion

Missing Children Seen Running Off the Premises

If the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

They should report to the Head Teacher where they last saw the child and the direction the child was heading.

This information should be communicated to the parents and police as appropriate.

Staff **must not** pursue a child beyond the school boundary as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

Educational Visits

If a child goes missing during an Educational visit, specific procedures are in place.

Please see Educational Visits policy

Follow up

When a missing child has been located and safely returned to school, the Head teacher, along with the child's family, will conduct an investigation into the circumstances of the child going missing.

Factors that need to be addressed by the school should be identified

An action plan should be drawn up to prevent a recurrence of the child going missing.

This policy to be read in conjunction with:

Health and safety policy

School security policy

Safeguarding policy

Attendance policy

CHILD MISSING FROM SITE PROCEDURE

If a child is identified as 'missing' eg not at registration, not in class during lesson time, not visible in playground, the class teacher should be notified and then:

- Ring office to see if child is at first aid, has been collected by parents etc
- Check immediate cloakrooms & toilets
- Check outdoor route if returning from playtime

If the child is not located, notify the Head teacher with the following information

- Name and year group of child
- Where the child was last seen
- When the child was last seen

The Head teacher will organise a search of the school site

- Classroom hiding places (under desks, in cupboards)
- Adjacent classrooms
- All cloakrooms and toilets
- Outside areas (in bushes, up trees etc)

If the child has not been located **within 15 minutes** from when the initial alarm was raised, the office staff will call the parents / carers.

If the parents cannot be contacted at home, the Head teacher (or other adults as directed by the Head teacher) will begin a search outside of the school's immediate premises.

This may include a visit to the child's home if this is near the school.

If the child has not been located **within 30 minutes** from when the initial alarm was raised, the office staff will call the police.

Thereafter the Head teacher will follow the instructions of the police regarding the continuation of the search for the child.

If the child has not been located **within 60 minutes** from when the initial alarm was raised, the Head teacher will notify Social Services and the Chair of Governors