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Lanesend Primary School

Missing Child Policy Safeguarding and Welfare Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: March 2019 (Yearly)
Reviewed By: Aunt FLO and Child Centred Group

Lanesend Primary Missing Child Policy

Policy Statement

The safety of our children 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.

Aim

In the event that a child is missing, we will ensure an immediate search is made for the child, families and authorities are notified at the appropriate stage, and a high level of care is maintained to other children at the school while procedures are followed.

Procedures aimed at reducing the risk of a child going missing

Start of the day

- All classrooms are staffed before the main pupil entrance gates are opened at 8.25am.
- Side access gates are locked.
- Families take children to classrooms.
- Staff mark registers promptly and accurately; mornings 8.40am – 8.45am; afternoons: EYFS, KS1 – 12.30pm, KS2 – 1:15pm
- The main pupil entrance gate is locked at 8.45am
- Any pupil arriving after 8.45am enters through main school entrance and is marked in by office staff, then directed to classroom.

During Lesson Time

- Staff ensure that side access gates are locked when children are playing outside.
- Updated contact information for families is sought and maintained.
- Adult supervision in classrooms, and when working outside.

Playtime

- Children are escorted out to play by staff.
- Staff on playground before children come onto playground.
- Side access gates locked.
- Adequate number of staff on duty.
- Children collected and escorted back to class from outdoors.

Lunch Time

- As above
- Member of Progression Team available at lunch time.

Home Time

- Side gates opened 5 minutes before home time to allow access for families.
- Children leave from classrooms.

- Children in EYFS and KS1 are collected by their families from the external classroom door. (Families arrive from the gate to Reception, where a member of staff is on duty at class doors.)
- Children travelling by taxi remain at the Main Office and are collected by the taxi driver from there.
- Class teachers inform children if they are attending the Squirrels Den or an after school club. Children attending Squirrels Den are escorted by a member of school staff. Children attending a club in all year groups are taken by a member of staff.
- After 10 minutes, children who are left are taken to main entrance to wait with a member of staff or they may be taken to the Squirrels Den for supervision until parent or guardian arrives.

Squirrel's Den

If Squirrel's Den access the outside areas during an after school or holiday session:

- Children are escorted out to play by staff.
- All access gates are locked.
- Adequate number of staff on duty.
- Children are escorted back to the Den from outdoors.

Educational Visits

- Thorough risk assessments and adequate staff/child ratios are provided when children leave the school premises.
- Regular head counts will take place during the visit.
- Adequate communication contact and a list of children/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school.

After school clubs

- Register of children is completed and the register is taken to the Family Team, who will check the registers. If a child cannot be located, the Family Team will begin the Missing Child procedures (see flow chart).
- Families are to collect their children from the room within the school where the activity is being held.

Squirrels Den

- Upon arrival at Squirrels Den, the children are signed in to the arrivals register. The supervisor for the session will then take a register and the names are transferred to a live register. If a child is missing, it is the supervisor's responsibility to locate the child and instigate the missing child policy (see flowchart).

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 Progression Team and the Head Teacher.
- Staff will promptly but calmly round up all children. Children will be counted and name-checked against the register.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the Head Teacher or Deputy Head if the child is found immediately. If the child has not been found then families should be notified and the police will need to be contacted.
- The safety and care of other children is paramount so the security of the school and the number of staff remaining to supervise the other children in the school must be adequately maintained while the search continues.

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 children.
- One or more adults should immediately start searching for the child
- Visit leader should contact school to alert them
- If child is not found within immediate vicinity and initial search the 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 families.

Investigation

If a child goes missing, an investigation must be subsequently carried out. A report will then be written which will be passed to the Headteacher and Governing Body.