



Pauntley C of E Primary School

Missing Child Policy

School Mission Statement Stepping out boldly with God

'Jesus said, follow me.' Matthew 9.9

Pauntley is an inclusive and caring school of choice. We are child-focussed, with core values to enable us all to follow Jesus's example and so flourish and contribute to the local community and the world God loves.

Introduction

The safety of our pupils is our priority whilst they are in our care both at school and offsite when on visits or trips. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

- It is the Head teacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, 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 returned to designated point by 9.15am and again by 1.25pm.
- If a member of staff takes a pupil, group or class out of school they are responsible for informing 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 the school day.
- If a parent takes a pupil out of school during the day, they must do this via the School Office where the absence is registered.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge and support the school in its review of this policy.

Procedures aimed at reducing risk of a missing child

- If a member of staff 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 any available staff will carry out a thorough search of the building, including toilets and outside areas.
- School Office will check attendance registers and follow protocol set out in attendance policy
- If necessary, staff will promptly but calmly round up all children in their classroom 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 children must be adequately maintained while the search continues.
- Staff will count and name check all the children present against the registers while the group is assembled in one place.
- A thorough check of all exits will be made to ensure all gates and doors were locked and bolted and there are no other ways a child could have left the school.
- If the child is still not found after this initial search, the office is to inform the Head teacher and the Chair of Governors.
- If the child has not been found after ten minutes from the initial report of him/her missing then parents should be notified. The Head teacher or the 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 a recent photograph of their child with them.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

- If the child has any special medical or learning needs then these should be noted to be disclosed to police or other agencies.
- The Class Teacher is spoken to in order to gain further information and asked to confirm if he/she attended the previous sessions
- A thorough search of the school buildings continues and is carried out by senior members of staff with help of other members of staff available.

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

- The Group Leader must ensure the safety of remaining children. At least two adults must stay with them.
- One or more adults should immediately start searching for the child.
- The Visit Leader should contact school to alert them.
- If the child is not found within five minutes the Group Leader must contact police by telephoning 999.
- The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents and carers, after which the procedures described above will be followed.
- A thorough investigation will take place following any child going missing. Checks will be made that Safeguarding policies and procedures were adhered to. These will then be reviewed and updated if necessary.

Policy used in conjunction with Safeguarding Children and Attendance Policies