

**ST. GREGORY'S R.C. JMI**

**GOVERNORS STATUTORY POLICY**



**MISSING CHILD POLICY**

**27th November 2019**

**Review November 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 Head teacher'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.

**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 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.
- Clear procedures for welcoming pupils into the school. Staff meeting and greeting on the door at 8.52 a.m. . Doors closed at 8.55am.
- Clear procedures exist for welcoming children into school. Reception children enter via their own designated entrance. Mrs Pickering sees the children into the cloaks area, Miss Hope /Mrs Sowerby and/or additional EYFS staff assist the children to hang up coats etc and sit on the carpet to await the teacher.
- KS1 staff (Y1 & Y2) enter via their designated entrance. Once coats etc. are hung up they walk to their classroom door and remain in a quiet line. Classroom assistants will supervise if they are timetabled to Y1 or Y2, otherwise the teacher will proceed to their classrooms as quickly as possible.
- The Y2 teacher is responsible for closing and locking the outer door after the last child has entered.
- KS2 children are greeted by the teachers at their designated entrance.
- They are expected to hang up their coats etc. and proceed in an orderly manner to their classrooms.
- The Y6 teacher will ensure that the doors are locked and secure.
- Any latecomers have to enter via the main middle entrance.
- The caretaker locks the external East Gate at 9.15 a.m. giving parents/carers time to exit. The main Western gates are closed. (However it is very likely that these will be opened and left open during some parts of the day (deliveries etc.). Playtime/Lunchtime supervisory staff are alert to this and ensure that the vehicular and pedestrian western gates are locked prior to and during play (lunch times).
- The Eastern Pedestrian gate remains locked until the caretaker reopens at 3.10 p.m.
- This is relocked again following closure of after school clubs. Both gates are re-

checked and locked prior to her departure at 5.30 p.m.

- Bright Sparkz exit at 5.30p.m. Staff here have their own keys to exit safely leaving the school secure.

### **During lesson time**

- Staff mark registers promptly and accurately – mornings and afternoons.
- 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 security 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.
- Younger pupils carrying messages move around the school in pairs. Reception children clap or count until their return.
- KS1 children wear a band to visit the toilet. This is handed back to the teacher on their return.
- Updated contact information for parents and carers is sought and maintained.
- External Class doors leading onto the play area are locked at playtime and dinner time  
or when staff are out of the classroom for an extended period.

### **Play time**

- Pupils escorted to the external doors by staff.
- Staff on playground before pupils come onto the playground or accompany their class out first if they are the duty teacher.
- Teacher on duty has emergency alarm.
- 4 members of staff are on duty at playtimes
- External gates locked
- Staff patrol zoned areas in playground. EYFS staff patrol western end of yard.
- All exit/ entry doors are closed behind the last member of staff as the children come in after playtime.

### **Dinner time**

- As above
- Children will line up for dinner in Pastoral Care Groups at KS1 entrance.
- Pastoral Care Partners will help to supervise the younger children. Team Captains and Vice Captains should be prominent.
- One Pastoral Care group at a time will enter the school and line up in order next to the dining room entrance where they will be met by another Supervisory Assistant who will escort them into the dining area.
- Children will exit after lunch and return to the play areas supervised by Supervisory Assistants.
- KS2 children line up at the bell at 12.55 p.m. and return to class as per playtime.
- KS1 children supervised by all Supervisory Assistants play at the western end of the yard until 1.15 p.m.

## **Hometime**

- Pedestrian gates opened 15 minutes before home time to allow access for parents/carers. Vehicular gates remain closed.
- Pupils leave by four exits.
- Pupils in Foundation Stage are collected by their parent/carer from the fenced play area.
  - Member of staff on the exit gate.
- Pupils have sight of parent/carer before they leave through the gate.
- Pupils inform staff that they can see parent so staff aware they are leaving.
- Up to date list in each KS1 classroom of how the pupils are to go home and who with.
- KS1 children are escorted to the KS1 exit and handed over to parents/carers.
- Children who are not collected are returned to the middle entrance to await collection. Note that older children may walk to either gate where parents may usually wait. If the parent isn't there the child must return to school. This rule is well publicised. (Other parents/carers are asked to return a child to the main entrance if they notice a child has not been collected. On no account should they offer to take the child home, ring the parents themselves or look after the child until they can contact the parent the parent/carer).
- After 15 minutes parents/carers are contacted by telephone to enquire as to whereabouts.
- If no contact can be made the head teacher is informed and he will ensure that the child is cared for whilst efforts are made to establish contact. If no contact can be made with either parents/carers or emergency contacts held by the school by 5.00 p.m. then the police will be informed as there may have been an accident. Social Services numbers are also held for emergency situations such as these and the duty officer may be contacted should the situation warrant.
- It would be highly unusual for circumstances such as these described above to be faced.

## **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.
- Mobile phones taken on every visit and mobile contact numbers left at school.
- Group leaders for the Belgium/Edinburgh trip have photographic ID for every member of the party. Each child also has their own photographic ID containing the address & contact details of the J Club in Belgium.
- . Evolve forms are completed by teachers and checked by EVC and HT to approve.

## **After school clubs**

- Thorough risk assessment in place
- Register of pupils with contact numbers.
- Course Leader hands over child to parent/carer at end of session.
- Course Leader will wait for late arrivals for 15 minutes after that school procedured for late pick up are followed.

## **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 SMT.
- Staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.
- Staff will count and name check all the pupils 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 SMT member if the child is found immediately.
- A thorough check of all exits to 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.
- If the child has not been found by the time the register check is completed the SMT 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 Head Teacher 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.
- The Lead Teacher (usually the Head Teacher) on the Belgium/Edinburgh Trip will follow the instructions listed above. The contact number for Belgium police is 911. The Lead Teacher will also contact the Centre Leader at J. Club in order to:-
  - a) Alert him that he may be contacted to assist as every child carries the Centres' contact details.
  - b) Enable him to assist in any way, particularly with language support.

- c) Other procedures relevant to this and other visits are held in the Educational Visits file and the PGL/NST guidance papers.

This policy was presented to and approved by Governors at the Full Governing Body meeting held on November 27th November 2019.

Signed: \_\_\_\_\_ (Head Teacher)      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair of Governors)      Date: \_\_\_\_\_

The policy will be reviewed in November 2020.