



# Lees Primary School

## Missing Child Policy

Every effort is made to ensure the safety of your child whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing in the event of a child going missing.

### RESPONSIBILITIES

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of the 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 hand over of the 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.
- Parents are responsible for providing updated contact information.
- Children are expected to follow our behaviour policy and not actively plan to leave the site or otherwise.

### PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

#### Start of the Day

- The school 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. **Responsibility for the child remains with the parent until the child 8.45am.**
- Staff meet and greet the children as they enter school with doors being closed at 9.00am. After 9.00am all children must enter the school via the school office and must be signed in the late arrival log by the parent or carer bringing that child to school. This is to ensure that children are registered on the premises and that lateness is monitored
- The main entrance is used between the hours of 9.00 am and 3.15pm, after the side gates are padlocked
- Staff mark registers promptly and accurately for the morning and afternoon sessions

#### Breakfast and After school Club

- The school takes responsibility for children attending Breakfast Club from 7.30am until they are handed over to their class teacher at 8.55am, and After school club from 3.15pm until they are handed over to their parent/carer.
- Children are supervised whilst playing outside. Children needing to re-enter school during outside play sessions are escorted to where they are visible to another member of staff.

#### Times Outside of the Classroom

- When children are outside they are supervised by an adult.
- If pupils leave the classroom to work in other parts of the school, we ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

- External class doors leading on the playground are locked before and after playtime and lunch-time. Access is then gained with an electronic key fob. The Reception classroom doors, internally and externally can only be opened by an adult

### Hometime

- Staff oversee pupils to ensure that all pupils are collected by the appropriate adult. After 10 minutes, pupils who are left are taken into the safety of the hall and the office is informed to ring the contacts of the child. No child is then able to leave school without a member of staff knowing.
- If child collected late, adult signs late collection book
- If the child is not collected and we cannot contact any one on the child's file after half an hour a member of the senior management makes the decision as to whether to contact Children's Services or the police. If a decision is taken to wait a little longer, the maximum amount of time is an hour from the original time the child should have been collected. The senior member of staff also contacts the Initial Contact Point on 01274 437500 to seek further advice. Should we be unable to seek advice, we will then make the decision to call the police.
- Up to date list in every classroom in the Class Guidance Booklet giving details of children who have specific collection routines. This is reviewed regularly and maintained with up to date contacts when parents make any changes. All changes are made in writing.

### Visits

- Thorough risk assessments are undertaken for each educational visit. School Policy ensures that there are adequate staff/pupil ratios in place. Adequate methods of communication/ contact and a list of pupils/groups is taken out on visits out of school. Mobile phones are taken on every visit and mobile contact numbers left at school. The SLT all have a copy of the Bronte Academy Trust Emergency Procedures and relevant policies.

### PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the event that a child appears to have gone missing whilst at school:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils present against the register while the group are assembled in one place
- AT THE SAME TIME all other available staff conduct a thorough search of the premises and notify the SLT member if the child is found
- 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
- If the child has not been found the staff will begin a wider search of the area
- Parents will then 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 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 and disclosed to police or other agencies
- **If a child has planned to escape and has deliberately done so, the above is actioned. However, the incident is treated alongside our behaviour policy.**

In the event that a child appears to have gone missing whilst off school premises:

- Visit leader must ensure safety of remaining pupils
- 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 immediately 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

Reviewed September 2024

Presented to the Board of Governors: September 2024

To be reviewed: September 2026

A handwritten signature in black ink, appearing to read 'J Mercer', with a horizontal line extending to the right.

J Mercer. Chair of Governors