

CLEVE HOUSE SCHOOL AND LITTLE CLEVE NURSERY



Missing Child Policy

This policy applies all pupils in the school, including in the EYFS

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MISSING CHILD POLICY

This policy is applicable to all pupils, including those in the EYFS

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 all relevant members of staff are aware of this policy, to ensure members of staff are aware of their responsibilities, what is expected of them 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 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 the school day

Procedures aimed at reducing risk of a missing pupil:

Start and end 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
- The School is unlocked at 7.30 am and any children arriving prior to 8.30 am are to be taken to Early Stay in the Hall. Any child arriving before 8.30 am unaccompanied by a parent must go to the Hall and report to the member of staff on duty.
- From 8.30 am a member of staff will be on duty in the playground
- Children are sent in to Registration at 8.55 am
- On days when there are whole school assemblies, the children are accompanied by staff. After Assembly Junior and EYFS pupils are escorted by older pupils back to class and handed over to the Form Teacher if staff are not attending assembly.
- On other days, Juniors/EYFS pupils go to their own classrooms with relevant staff
- The Front Door is closed. The side gate is key pad operated and is controlled from the Office and Hall by buzzer entry.
- Pick up at 3.30 pm children are handed over to collecting parents
- Clubs operate until 4.15 pm. If children are not collected, they will be looked after by the teacher. The teacher on duty should telephone the parents to establish the cause of the delay.

- Children remaining for late stay should be collected at 5.30 pm
- Homework club takes place in the teacher's room who is on duty
- If you or your usual representative is unable to collect your child personally, please inform the School Office. Any change from existing arrangements should be notified in writing to the School
- If you need to telephone the Office concerning changes to collection times, please do so before lunch. **Please do phone if you are running late** to ensure children are sent to Late Stay and reassured
- At 5.30 pm, in the unlikely event that a child has not been collected a member of staff should try and contact the parents and establish the cause of the delay.

Break

- Staff are on duty at each Break and must patrol the zones of the playground
- Staff must be punctual
- There are two members of staff detailed for lunch duty

Matches/Outings

- Children arriving back from matches or outings earlier than scheduled, remain the responsibility of the teacher/coach in charge until the children have been collected by their parents. Pupils may only join the homework group if they usually stay at school to do their homework and know that they will be picked up at 5.30 pm.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the unlikely event that a member of staff fears a child has gone missing while at school:

- The member of staff who has noticed the missing child will calmly inform the nearest member of the Senior staff and the Office
- Staff will promptly but calmly round up all pupils- the lavatory, library will be checked - to a pre-arranged area – normally the Hall.
- Staff will count and name check all the pupils present against the register whilst the group is assembled in one place
- A crosscheck of all registers to include clubs/prep can be made
- At the same time, all other available staff will conduct a thorough search of the premises and notify the Headmaster if the child is found immediately
- 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 anything unusual is discovered this needs to be drawn to the attention of the staff immediately
- Boundary checks will be made by the staff and most senior staff. Staff will begin a search of the area immediately. All of the staff in the search party should carry mobile phones to stay in touch.

- 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 his/her being noted 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
- One or more adults should immediately start searching for the child
- Visit leader to liaise with staff at the venue where the party is so that they are aware that a child is missing
- 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 then alert school that the police have been contacted and school will make arrangements to notify parents. 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.