

Missing Pupil Policy

(see also Health, Safety and Welfare; Risk Assessments)

1 Introduction

This policy also includes the Early Years Foundation Stage and After School Provision.

Statement of Intent

The governors and staff of Grangewood Independent School fully recognise the contribution it makes to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our children from harm.

All staff and governors believe that our school should provide a caring, positive, safe and stimulating environment, which promotes the social, physical, moral and spiritual development of the individual child. The school recognises the importance of working within the framework for Every Child Matters: Change for Children and the five outcomes outlined within it:

- To be healthy
- To stay safe
- To enjoy and achieve
- To make a positive contribution
- To achieve economic well-being

In Grangewood we:

- take every care to ensure the safety of every child
- maintain adequate adult:child ratios at all times
- remain vigilant
- ensure that all external exits are kept secure at all times
- have an efficient CCTV and door release system which allows adequate monitoring of all exiting and entry to the school, the monitors being situated in the head's office and the main office which is always manned
- ensure that when off-site, staff carry mobile phones and contact lists of the children under their supervision so that swift communication can take place with parents and guardians should the need arise

2 Aims

- 2.1** The purpose of this policy is to ensure that all members of staff are clear about the actions necessary should a child in their care go missing.

Our aims are:

- to ensure that all staff remain vigilant and no child goes missing
- to ensure that there is effective communication between staff if a child goes missing
- to set down the correct procedures for handling a missing child situation

]

3 Onsite procedures

- 3.1 No child is to leave the care of a supervising adult without permission.
- 3.2 Children in EY have toilets in their own classrooms. A timer system is employed for children in KS1 and KS2. If the child has not returned by the set time (two minutes), a child is sent to inform the office staff. KS1 children are permitted to use the toilets on demand whilst KS2 are encouraged to avoid using the toilets during lesson times.
- 3.3 When in the playground, children are not permitted to come into school without the prior knowledge of the supervising adult for medical attention.
- 3.4 Children sent into school for First Aid must be accompanied by another child.
- 3.5 Children who desperately need the toilet during playtime will be allowed to do so and will be reminded of the return time of two minutes.
- 3.6 Should a child be delayed from an errand or a visit to the toilet the supervising adult must send a mature child to inform the office.
- 3.7 The secretary/head teacher will take the message round to the other classes or teachers and check the visitors' signing in book and recent CCTV footage to ascertain who is in the building.
- 3.8 Following a thorough search of all areas of the school building and grounds, if the child is not found within ten minutes the secretary/head teacher will phone the police and contact the child's parents or carers.
- 3.9 If after approximately twenty minutes of the child going missing, and if the parents have not been contacted, the head teacher/secretary or appointed member of staff will contact the police.
- 3.10 The search will continue, widening the area, until the police arrive. Once police arrive all relevant information about the child will be given. The police will then take over the search.

4 Offsite Procedures

- 4.1 It is school policy to provide adequate adult-child ratios with regard for the ages and abilities of the children, the level of risk involved in the visit and the means of travel. In Grangewood we aim to maintain adult-child ratio 1:4 for Early Years, 1:8 for KS1 and 1:10 for the rest of the school depending on afore mentioned situations. For local visits suitable escorts will be deployed.
- 4.2 On school trips the children are divided into groups and a helper is assigned to each group.
- 4.3 Helpers/escorts are briefed on maintaining safety during the journey and at the venue.

- 4.4** Regular head-counts take place; at the beginning of the journey, prior to boarding transport, on disembarking, on arrival at the venue and during movement between locations.
- 4.5** In the event of a child going missing, the adult in charge must contact a member of staff from the venue and follow the venue's procedure.
- 4.6** The party will congregate in a designated area and the adult in charge will assign responsible adults to carry out a search along with members of staff at the venue while he/she maintains supervision of the remaining children. At this point the adult in charge should perform a head-count to ensure that no other children are missing and inform the head teacher of the situation.
- 4.7** If the child is not found within a reasonable time, the police and the school are alerted and the child's parents or carers are notified via a phone call from the head teacher.
- 4.8** The Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff will return to the school with the rest of the children.
- 4.9** In some circumstances the head teacher will make their way to the venue in order to aid the search and be a point of contact for police and support staff.
- 4.10** After the child is found:
- two accompanying adults will immediately care for and talk to the child
 - staff will review the reasons for it happening and implement measures to ensure that it does not happen again
 - an incident form will be completed and signed by the parents and the head teacher and the Governing Body will be informed
 - the head teacher and Trustees/Governors will review the reasons for this event happening and revise measures if necessary
 - records of the incident will be filed securely by the head teacher

5 Children travelling alone

- 5.1** No child is permitted to leave school without a responsible adult except in the case of older children where written permission has been granted by a parent or guardian.

6 Absent Parents

- 6.1** An absent parent will have the right to collect their child except where the school has received notice of a court order and/or the parent is not named on the school information form as a legal guardian.
- 6.2** In the case of attempted abduction by an absent parent, the police must be called immediately. Staff must not put themselves at risk where there is a likelihood of violence but every attempt must be made to delay the action of the trespassing adult and to ensure the safety of the child.

7 Monitoring and Reviewing

The Governing Body undertakes an **annual review** of this policy and the procedure outlined therein and monitors the efficiency with which the related duties have been discharged.

Written by Governing Body:

March 2012

Reviewed:

July 2018

Next Review Date:

July 2019

Signed:

Member of Governing Body:

Date:

Chair of Governors:

Date: