

Missing Child Procedures/Policy



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 members of staff are aware of this policy. All members of staff are aware of their responsibilities, what is expected and the correct procedures to follow. It is also the Head Teacher's responsibility to ensure that this policy is reviewed on a regular 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 that 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
- All absences will be reported to the School Administrators, Mrs Harrison/Miss Bell/Mrs Mullaney.
- The school operates a First Day Response system
- Clear procedures for welcoming pupils into school.

Staff meeting and greeting in playground.

Staff will be available on the grounds at 8.45am; however the children are the responsibility of the parents until 8.55 am.

- Pupils use main gates access to the front and side of school
- Gates to the school yard will be locked at 9.00am
- Nursery/Reception pupils gain access to the Early Years via the gate next to the school office
- KS1 and KS2 pupils will enter the school yard gate and are met by teachers/TAs at the classroom door.
- Staff mark registers promptly and accurately – morning and afternoon During the school day:
- Blinds in the classroom are fully drawn up to ensure clear sight of pupils at all times when they are working outside

- The yard gates to any outside area are locked at 9am and re-opened at 3.10pm
- If pupils leave the classroom 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
- Updated contact information for parents and carers is sought and maintained

Play time:

- Pupils escorted to the external doors by staff
- Staff on playground before pupils come onto the playground
- Staff patrol playground and have established places to supervise
- Exit/ entry doors are closed behind the last member of staff as they come off the playground. Dinner time:
- As above with lunchtime supervisors responsible for security of children
- A member of the Senior Leadership Team will be available at lunch time Home time: • Children's gate opened 10 minutes before home time to allow access for parents
- Parents will ensure that entrance to the yard gate is kept clear to avoid congestion
- KS1 and Reception staff members pass pupils to a named adult
- After 10 minutes pupils who have not been collected are taken to the reception area to wait with a teacher/teaching assistant or an administrator who will make contact with parent/carer
- KS2 children to be walked to the yard gate by an adult

They will be handed over to an adult unless written consent has been obtained allowing the pupil to leave independently.

- Pupils leave by yard exits
- Children who will be attending After School Club, will be collected by a member of staff from their classrooms and escorted to the school hall
- Any children who attend an Extra Curricular Club at the end of the school day, should be collected from the front entrance of school

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
- Staff mobile phones taken on every visit and mobile contact numbers left at school If we all endeavour to follow these procedures then we can ensure the safety and well - being of all of our pupils.

Thank you