



Missing Child Policy

Signed: M Glenton Date: Summer 2020

Date Reviewed by Curriculum, Standards and Wellbeing Governor Committee: Autumn 2018

Review Date: Summer 2021

1 Prevention:

- Every effort is made to ensure the safety of the pupils whilst they are in the School's care. To prevent a child going missing, all children are registered twice a day: At the start of the school day and immediately after lunch. Registers are completed online and unauthorised absences are followed up by a phone call to parents.
- When there is a visit which leaves the school premises, then it is the responsibility of the staff taking the visit to ensure that a regular register is taken or head count made, this will depend on the nature of the visit, the mode of transport used and the location of the visit.
- The children are supervised at all times, whether in the classrooms before school starts, lesson times, during break time, meal times, PE lessons, after school clubs and any homework facility.
- At the end of the school day or after activities, the children are only allowed to leave the school premises if their parent (or an adult approved by their parents) has come to collect them. Children in Year 4 onwards are permitted to walk home if their parent has completed a permission slip to do this.
- At the end of the school day the children in Reception and Key Stage 1 are escorted to the yard by members of staff.
- Parents/carers collect their children from the yard. Any child not collected will be taken to the office and wait with a member of staff until collection arrives.
- When a child is collected from school during the school day (whether due to illness or a prearranged appointment) they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on premises.
- Pupils are not allowed to leave the school premises on their own during the course of the school day.
- It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe.
- Any visitors to the school are recorded arriving and leaving and wear a 'visitors' badge whilst on the premises.
- Parents who come to school during the school day or after the day has ended, report to the School Office.
- Parents are not permitted to enter the school via the Key Stage 1 or 2 exits or through the classroom doors unless instructed to do so by a member of staff.

Missing Child Procedure:

- **Procedure 1** - If a child is noted to be missing from the school premises:
 - One member of staff should call the register to check and establish which child is missing.
 - Check with the School Office and HT/DHT to ascertain whether the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment etc.
 - Staff designated by the HT/DHT will check grounds and rooms to ensure the child is not there. This search should take no longer than 10 minutes.





Edmondsley Primary and Nursery School



- The Office Manager will contact the police and the parents at the request of the HT/ DHT (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made after the incident and placed in the pupil's confidential record.
- The incident will be reported to the full governing body at the next meeting under 'Safeguarding'.

Procedure 2 - If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately by the Office Manager under the direction of the HT/DHT.
- If it is thought that the child may be a danger to themselves or others then reasonable force to return the child to the school premises will be used by designated staff with team teach training.
- If appropriate, and enough staff are available to enable one to leave the premises with a mobile phone, they will follow at a distance and observe where the child is going.
- If there are not enough staff to leave the premises to observe the child, the HT/DHT will judge if the child is unsafe and call the police if necessary.
- A written record of the incident and any action taken will be made after the incident and placed in the pupil's confidential record.
- The incident will be reported to the full governing body at the next meeting under 'Safeguarding'.

