

# St. Maxentius CE Primary School



## Missing Child Policy

Agreed 27.11.19. by the FGB

Signed .....(Headteacher)

Signed..... (Governor)

**The welfare and safety of our children is paramount and parents need to feel that their children are safe in our school. We must all remain vigilant and ensure that any concerns or issues are raised with the senior management team.**

### Procedures

Appropriate steps are taken to ensure that the premises and surrounding site is secure.

The attendance register is taken at the start of each session. It is the responsibility of every member of staff to be aware how many children are present. Children who arrive late must report to the main office and staff should check that this has been done. The school administrator will then record the arrival in the register and those who leave early should be marked out accordingly.

When new children are admitted, staff should take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go. Parents will be advised of our security procedures and be given the opportunity to discuss any concerns, particularly if their child has an adventurous nature. Gates and doors are kept closed and where appropriate secured.

Parents must be made aware of the need for supervision of children at all times especially while waiting for school to open and of their responsibility to ensure that their child's arrival is noted.

Members of staff must supervise children going out and coming back in from playtimes and any outdoor activities. Members of staff should ensure no children are left outside. Once inside it must be ascertained that the correct number of children are still present.

At the end of the school day Reception and KS1 children should be handed over to a KNOWN adult. Other year groups may be dismissed through their class doors but children should be told to come straight back into school if there is no-one there to meet them. Parents are requested to let the school office or the child's teacher know if there are other arrangements for a particular evening i.e. if a different adult is collecting their child. If you have any concerns about whether the person should take the child then speak to the Head Teacher or member of the senior management team who will telephone the child's parents for confirmation.

### **If in doubt—don't let the child go**

Children younger than 16 are not allowed to collect siblings unless the parents accept responsibility and have made a prior arrangement with the Head Teacher.

At the end of the school day it is the responsibility of each member of staff to ensure that every child in their group is collected by the appropriate adult.

**The teacher needs to know who has gone home.**

**DO NOT LEAVE ANY CHILD UNATTENDED AT THE END OF THE SCHOOL DAY AND DO NOT SEND THEM UNSUPERVISED TO THE SCHOOL ENTRANCE AREA.**

If a child is left after the end of their session time then the Head Teacher/school administrator/ teacher will telephone the parents or the emergency number (found in the parent/child data file)

If no contact can be made and it gets late, by using your knowledge of the child and

situation then the Educational Social Work Department may be informed.  
Telephone number 337408 or social services duty officer 333333/333777  
If no contact can be made then phone the Police. Area Police 0161 886 5761  
Remember to have the child's details to hand when telephoning.

### **Missing Child**

**In the event of a child being found to be missing it is vital that prompt action is taken.**

**1. The missing child (children) should be identified and the last known whereabouts recorded.** (The chances of finding a missing child safe are greatest if the child's absence is noted as soon as possible.)

**2. The senior member of staff present will arrange for the other children to be satisfactorily supervised.** (The remaining children should be gathered together for a story time/music session. Without alarming them, the children should be asked if they have seen the missing child.

**3. A systematic search will be carried out to see if the child can be located in the surrounding area.**

- All toilets, cupboards, kitchen, under tables, cushions, anywhere a child might hide
- Outside areas
- Check all exits for where a child may have been able to leave the premises or site
- The car park will be checked also check outside the school, and around the church.

**4. The Head teacher will then inform –**

a) **The parents/carers of the child** – alarming them as little as possible. If they do not answer the phone a message must be left on any answering service before attempting alternative numbers. However if parents do not answer the home phone number **the POLICE** must be called before attempting other child contact numbers. If contacted, parents should be advised to stay at home in case the child arrives there; be advised that we are contacting the emergency services and that a member of staff is searching the route the child may take home. Parents should be asked for information of anywhere else the child may head for. e.g. grandparents, other relatives, local park, etc.

b) **The Police and/or any other emergency services** – The police have the resources to conduct a search and speed is important

**5. Check route home** (If the child cannot be located a member(s) of staff should search along a possible route the child might take to get home. Where able they should take a mobile phone to keep in contact. If a member of staff arrives at the house without finding the child they should make contact with the group for further instructions.)

**6. Record of Events** the following details are noted in order to help as much as possible in the investigation and search.

- i. Date time and location of disappearance
- ii. Who was responsible for the care of the child at the time
- iii. What was the child wearing
- iv. Any distinguishing features
- v. Circumstances surrounding disappearance
- vi. Time parents / other agencies contacted
- vii. A record of events should be logged

**7. Informing other people –**

As soon as possible after the incident Bolton Local Authority should be notified  
Details of time and who was contacted should be recorded.  
A full written report of the incident must be recorded.

## **9. Dealing with reactions –**

It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. All staff will be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties all staff must refer any parent and media enquiries to the Head teacher.

### **On a school trip**

Ensure risk assessments are completed, take copy of emergency contact numbers, and ensure all group leaders have the mobile phone number of all other group leaders.

Before leaving school count how many children are going on trip.

Keep doing head counts during the day.

If you discover a child is missing during a trip:

Gather all children together, identify missing child, without alarming the other children

Search the area thoroughly.

Inform the owner of premises who may have their own security measures in place.

Telephone the Police-999.

Inform Head teacher

Telephone the parents.

### **Equal Opportunities and Diversity**

All pupils, regardless of family background, gender (natural or reassigned), race, ethnicity, nationality, age, ability or disability, sexual orientation, physical appearance, social background, special educational need, religious or cultural background have the right to feel valued and safe at our school. All pupils will be treated equally and fairly and this policy will be implemented consistently regardless of any of the aforementioned descriptors.