

Royal Borough of Kingston Upon Thames

Green Lane Primary and Nursery School



Missing Child Policy

Green Lane Primary and Nursery School
Policy on: Missing Child

Aims:

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 Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, 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 at all times according to its guidance.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office by 9:05 am and again at 1:35 pm.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office and in the event of trip completing a day of departure form.

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. If a parent takes a pupil out of school during the school day or if a child is not picked up on time then they must sign them out at the school office.

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge / support the school in its review of this policy.

Register will be taken by all clubs that run after school and must be returned to the school office by 3.30pm. It is the responsibility of the school receptionist or in her absence the agreed member of the office team to contact the parent of any children who has not turned up at the club where no explanation has been given.

Recent photos of the children are saved electronically annually in the autumn term.

- Updated contact information for parents and carers is sought and maintained.

Procedures Aimed at Reducing Risk of a Missing Pupil:

Start of the school day:

- The school should 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 pupils are welcomed directly into their own classroom between 8:45am and 9:00am by their class teacher.
- The classroom doors are closed at 9:00 am. After this time pupils report to the main school office via the main entrance, where they should sign in on the late register and take a late pass to their teacher.

During lesson time:

- Staff mark registers promptly and accurately using the schools system-SIMS.
- All staff must ensure that the external gates to any outside area are closed when pupils are playing outside.
- If pupils leave the classroom security to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

During playtime:

- Duty staff should be on the playground before pupils come out.

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- External gates remain closed. Staff patrol all areas in the playground throughout the session.

During lunchtime:

- As above
- A member of the schools SLT is available at lunchtime and until 4.30pm.
- School Meal Supervisors Assistants (SMSAs) accompany children from the playground when they are called in at the end of lunchtime.

During home time:

- The gates are opened at 3:10pm.
- Pupils leave by assigned exits.
- Pupils are collected directly from their classroom external door unless written permission has been given by their parent / carer (years 5 and 6 only). Staff call the children when they see the parent / carer.
- Children who are not collected by 3.25pm are taken to the library area where their teacher must sign them onto the late collection sheet and highlight their presence to the receptionist. Parents/Carers must sign their child out before leaving the building.

Educational visits:

- Thorough risk assessments and adequate staff / pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.
- Permission from parents is obtained generically when children join the school for local trips and visits and then specifically for each trip where any kind of transport is required.
- Mobile telephones are taken on every visit and mobile contact numbers left at school.

After School Clubs:

- A register of pupils should be taken.

Procedures In The Event Of a Child Going Missing

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

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of SLT and school office immediately.
2. The following lists held in the school office will be checked:
 - a. Attendance Registers
 - b. Late Pick up register
3. The SLT member will co-ordinate all available staff to carry out a thorough search of the building, including outside areas, toilets and storage areas. Particular attention is paid to:
 - Rarely used rooms
 - Toilets
 - ICT room
 - All classrooms
 - School hall
 - School grounds
4. The Headteacher or Deputy Headteacher will be informed.
5. A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the SLT immediately.

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6. If the child has not been found when every area has been searched then **parents should be notified** by the SLT member co-ordinating the search with immediate effect.
7. The Headteacher or next most senior member of staff on site will decide at which point the **police need to be contacted**. When contacting parents / carers, staff will ask them to bring a recent photograph of their child.
8. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
9. 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.
10. The Class Teacher is spoken to gain further information and asked to confirm if he / she attended the previous sessions.
11. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available and the following areas in particular are to be revisited:
 - Rarely used rooms
 - Toilets
 - ICT room
 - All classrooms
 - School hall
 - School grounds

In the event of a member of staff fearing that a child has gone missing while off school premises:

- The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start searching for the child.
- The Party Leader should contact school to alert them.
- If the child is not found within 5 minutes, the Party Leader must contact police by telephoning 999.
- The Party Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above (points 8, 9, 10, 11) will be followed.