



# Glazebury C E Primary School



## Policy Header

<b>Policy Title</b>	<b>Missing Child Policy</b>
<b>Version No</b>	<b>Three</b>
<b>Written / Adopted Date</b>	<b>Written January 2016 Reviewed February 2020 Reviewed Feb 2023</b>
<b>This policy complies with WBC guidance</b>	<b>Yes</b>
<b>Linked Policies</b>	<b>Safeguarding &amp; Child Protection, Attendance Policy</b>
<b>Written By</b>	<b>School</b>
<b>Date shared with Staff</b>	<b>February 2023</b>
<b>Date Ratified by Governors</b>	<b>01/03/2023</b>
<b>Review Date</b>	<b>February 2026</b>



**"Growing together at the heart of God's community"**



## **OUR TRUST'S PRAYER**

Heavenly Father,

Let peace, friendship and love grow in our schools.

Send the Holy Spirit to give excellence to our learning,

love to our actions and joy to our worship.

Guide us to help others, so that we may all

*Learn, Love and Achieve,*

*Together with Jesus.*

Amen

The **HEART** of our school and curriculum:

**H** - Helping children prepare for life, growing with God.

**E** - Embracing Christian Values.

**A** - Achievement for all.

**R** - Reading at the **heart** of our school

**T** - Teaching a knowledge rich curriculum.

## Missing Child Policy

### **Introduction**

Children should never be allowed to leave the premises during school time without the Head Teacher's permission. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school or their learning environment.

### **Definition**

A child is classed as 'missing' when the class teacher or responsible adult is unable to account as to where the child is located. It is important to understand that the child may be 'missing' both within the school building and grounds as well as outside the school premises. The risk to the child may be substantial in either situation but should never be underestimated.

### **Objectives**

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the Head Teacher's permission to leave.
3. To ensure that children who leave school during the school day only do so with the Head Teacher's permission and that they are accompanied by an authorised adult. In this case the "Pupil out of School" book must be signed.
4. To ensure that the building, grounds and play areas are safe and secure during school hours. No doors can be opened from the outside except with a key or keypad. Gates are locked at 9:00 am.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

### **Strategies**

1. If a child cannot be found, within the immediate learning area by the teacher or responsible adult, the Head Teacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all staff members. The emergency "red disc" procedure may be put into operation.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the police must be called by the Head Teacher or a staff member.

4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the Head Teacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the Head Teacher that a child is missing.
8. If a member of staff finds the child, the Head Teacher must be told at once. Parents, police and other authorities will then be notified.
9. The Head Teacher will thoroughly investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again. It is absolutely essential that any and all 'missing children' events are reported to the Head Teacher so that a critical review and analysis can be undertaken. This review and the resulting action may prevent further incidents.
10. All incidents will be reported to the Safeguarding Governor and are reviewed by the Behaviour and Safety Committee.

**In the event of a child being witnessed leaving the premises without permission the following actions should take place:**

1. Staff members must not pursue the child. Monitoring from safe distance may take place if deemed appropriate and safe. In this event, staff must ensure that their own pupils are safe and that the Head Teacher has been informed.
2. The Head Teacher must be notified **immediately and told when and where the child was seen leaving the premises**. The emergency "red disc" procedure may be put into operation.
3. If the child is not found within a short period of time, the police must be called by the Head Teacher or a staff member.
4. As soon as possible, the parents will be notified that their child has left the premises.
5. If the Head Teacher or senior staff member locates the child parents and police should be informed quickly.
6. The Head Teacher will thoroughly investigate how the incident occurred and will take appropriate action to ensure that the risk of similar events occurring are minimised.
7. All incidents will be reported to the Safeguarding Governor and are reviewed by the Behaviour and Safety Committee. The LA may also be informed at any relevant point in this process.

**Strategies to further safeguard "missing children" at Glazebury CE Primary School**

1. A staff member is to be designated as responsible for "sweeping for children, coats, equipment) the playground after lunch (children line up at 12.56pm) this is to ensure no child is left outside in error.
  - The designated person is on Mid-Day Duty that day and can vary each day.

2. After the 'Daily Mile' (a staff member is to be designated as responsible for the "Sweeping" of the playgroups for children, coats, and equipment to ensure no child is left outside in error.
3. **Registers:** these are taken am and pm. Any child must be **visually seen** by the member of staff taking the register before marking as in.
4. **Registers** – Reception to Year 6 are taken at 8:50am and 1:00pm / Nursery registers are taken at 8:45am and 12:15 noon

### **Outcomes**

The safety of all children will be given our highest priority. A missing child should be an extremely rare event. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.