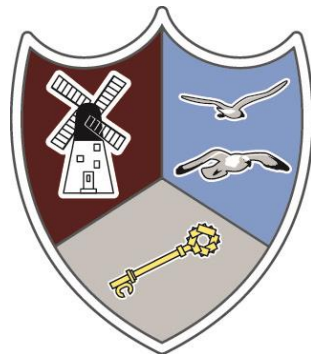




Proud to be a Bright Futures EDUCATIONAL TRUST school

# **Marion Primary Academy and Nursery**



**Working Together To Be The Best We Can Be**

## **Missing Child Policy**

Reviewed by the Governing Body 5<sup>th</sup> April 2017

# **MARTON PRIMARY ACADEMY AND NURSERY**

## **MISSING CHILD POLICY**

**'Working Together To Be The Best We Can Be'**

**Approved for Adoption by the Full Governing Body 25<sup>th</sup> March 2015**

### **INTRODUCTION**

**At Marton Primary Academy, the safety of all children will be given the highest priority. Staff must always be very aware of the potential for children to go missing.**

This policy is intended to raise staff awareness of the possibility of such occasions and assist staff in preparing and planning a response if such action is required. This policy has been reviewed in response to the following legislation:

- **DfE Keeping Children Safe in Education September 2016.**

### **LINKS TO OTHER POLICIES**

This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Behaviour Policy

### **PURPOSE AND AIMS OF THIS POLICY STATEMENT**

The purpose of this policy statement is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security appropriate to the pupil's age and emotional/behavioural maturity.

### **OCCASIONS WHEN A CHILD MAY GO MISSING**

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:-

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### **a) From an Indoor Lesson**

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return; e.g.

- To go to the toilet.
- To collect something from his/her bag in the cloakroom.
- Being sent to another class or teacher as a consequence of behaviour.
- Undertaking errands for the teacher such as taking the register to the office.

### **b) From an Outdoor Lesson**

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wonder away unnoticed; e.g.

- During games lessons on the playground or field.
- During other outdoor lessons (e.g. measuring parts of the building).
- At the beginning or end of outdoor lessons when children are getting changed or using the toilet, etc.

### **c) Travelling about the School**

This could occur when the children are spread out and beyond the teacher's direct total supervision; e.g.

- Going to and from the hall or outdoors before and after a PE lesson.
- Going to and from the hall before and after assembly.
- Going to and from the classroom at the beginning/end of lunch/break times.

### **d) Other Times**

Including:

- At the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- At break and lunch times.
- At the end of the school day when children and parents are freely moving about.

## **PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL**

### **Start of the School Day:**

- The school will 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.
- There are clear procedures for welcoming pupils into Marton Primary Academy and Nursery.

- Parents/carers must sign their children in and out if they come to or leave school at times other than normal start and finish times.
- Children will not be allowed to leave the school with anyone other than the authorised persons unless the school has been informed otherwise and that alternative person is identified.
- Any visitors to school will be signed in and out. They must be let into the school by a member of staff; also seen off the premises by a member of staff to ensure that no doors are left open and the safety of the children is maintained.
- All children are made aware of the school boundaries.
- The school doors are closed at 9:00 am. After this time pupils report to the main school office via the main entrance.
- Teachers are in their classroom from 8:45 am.
- By 10.00 a text is sent to any parent whose child is absent.

#### **During Lesson Time:**

- Staff mark registers promptly and accurately – morning and afternoons and return them to the school office.
- 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.
- Updated contact information for parents and carers is sought and maintained.

#### **During Playtime:**

- Duty staff should be on the playground before pupils come out.
- External gates remain closed.
- Staff patrol all areas in the playground throughout the session.

#### **During Lunchtime:**

- As above
- SLT members are available at lunchtime.
- Welfare Staff accompany children from the playground when they are called in for lunch.

### **During Home Time:**

- Pupils leave by assigned exits.
- Pupils in the Foundation Stage and Year 1 / 2 / 3 are collected by their parent / carer from the area outside their classroom. Staff call the children when they see the parent / carer.
- In KS2, children in Year 4 and Year 6 are escorted to the cloakroom and staff should ensure pupils leave the building, walk along the pathways, and exit the gate in an orderly manner.
- Children in Year 4 and 5 leave through their classroom door onto the playground.
- Children who are not collected remain with their teacher until 3:45 p.m. and are then are escorted to After School Club where they will remain until collected.

### **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 at the beginning of each academic year and once again specifically for each trip.
- A school mobile telephone will be taken on all visits and mobile contact numbers left at school.
- A list of children must be carried by staff on the visit.
- Regular head counts will be carried out throughout the trip.

### **Out of School Clubs:**

- Thorough risk assessment in place.
- A register of pupils should be taken.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

## **REACTIVE PROCEDURES**

In the event of a child going missing, a full chronology of the action taken must be kept. (Appendix 1)

1. If a child cannot be found by their teacher/support worker/lunchtime supervisor, **the Principal (or Vice Principal) must be notified immediately and told when and where the child was last seen.** Time is of the essence and prompt action must be taken by all.

2. The remaining children will be left in the care of a suitable adult(s). All other staff will conduct a thorough search of the premises (child's classroom, storage areas, toilets, the school building) and the school grounds, with the staff team being careful not to create an atmosphere of panic.
3. The Principal/Vice Principal will nominate two staff to search the area in the immediate vicinity of the school. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school site.
4. If after 10 minutes of thorough searching, the child is still missing, the police must be called by the Principal/Vice Principal.
5. If the child is not found in the school, the child's parents/carer will be contacted by the Principal/Vice Principal and informed of the situation.
6. While waiting for the police and the parent / carer to arrive, searches for the child will continue. During this period, the other members of staff will maintain as normal a routine as possible for the rest of the children in the school.
7. The Principal/Vice Principal will be responsible for meeting the police and the missing child's parent/carer. The Principal/ Vice Principal will be responsible for co-ordinating any actions instructed by the police and do all they can to comfort and reassure the parents/carers.
8. The LA and the Trust will be notified by the Principal/Vice Principal that a child is missing, so that additional support can be provided. Governors will also be informed as soon as is practicable.
9. If a member of staff finds the child, the Principal must be told at once. Parents, police and other authorities will be notified.
10. Once the situation has been resolved, a full written account of the incident will be recorded and held on file.
11. Further risk assessments will be carried out to ensure that the incident does not happen again.

## **OUT OF SCHOOL VISITS**

1. If a child goes missing, the other children will be gathered together and a member of staff assigned to look for the child. An urgent but thorough search should be made of the immediate vicinity.

2. If in an enclosed space, the appropriate staff in that environment can be initially informed before calling the police, for instance to give a message over the tannoy.
3. The Principal must be informed immediately, so that the parents/carers can be informed.
4. If the child is not found immediately, the police must be contacted in the area where the visit is taking place.
5. If a member of staff finds the child, the Principal must be informed at once. Parents, police and other authorities will be notified.
6. The Principal will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

### **MISSING CHILDREN SEEN RUNNING OFF THE PREMISES**

If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Principal where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Principal.

In certain circumstances it may be appropriate for the member of staff to go beyond the school boundary, e.g. to retrieve a child who has accidentally wandered out of an gate, or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action. Staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the school boundary in pursuance of such children.

If a child is followed beyond the school boundary the member of staff must behave in a manner that is not threatening to the child. They must not run after the child as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

## MONITORING & REVIEW

Anonymised information about incidents where children have gone missing will be reported to the Governing Body at the next Full Governors' Meeting.

This policy will be reviewed in 2018-19.

Signature of the Chair of Governors: *Trish Latimer* Date: 5<sup>th</sup> April 2017

Mrs Trish Latimer

Signature of the Principal: *Ruth Coupe* Date: 5<sup>th</sup> April 2017

Mrs Ruth Coupe



## Appendix 1

### CHRONOLOGY OF EVENT

This form should be completed as the events are taking place. It is crucial that times are included and that staff initial the log as it is being completed.

CHILD'S NAME:		
Time	Action	Signature

All additional notes taken at the time must be kept with the log and handed to the most senior member of staff present.