

## Missing Child Procedures

At Fellgate Primary School every effort is made to ensure the safety of your child in our care. These procedures set out below are outlined maintaining our safeguarding and dealing with the unlikely event of a child going missing.

### **Responsibilities**

- It is the responsibility of the Governors to ensure they are aware of the school's procedures and to challenge/support the school of this policy.
- It is the Headteacher's responsibility to ensure all relevant staff are aware of this policy and to ensure each member of staff are aware of what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. Staff must read this policy and act at all times according to its guidance.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand over of the child at the beginning and end of sessions.

### **Procedures – Reducing risk of a Missing Pupil**

#### **Start of the school day**

- Staff are aware of the procedures for children coming into school
- Staff are aware who meet and greet in the school yard each morning.
- School gates times of unlocking and locking:  
Mornings: unlocking at 08.20 am locking at 09.15am  
Afternoons: unlocking 15.10pm and locking 16.30 pm
- Foundation pupils coming in through their entry gate to classroom.
- Staff mark registers accurately – mornings and afternoons.

#### **Outside play – Lunch and Playtimes**

- Our school is protected by fencing and children are protected by padlocked gates and are always supervised by adults.
- If a child injures themselves on the school yard an adult will ensure the child will see a first aider.
- During school lessons pupils moving around the school, staff must ensure supervision is maintained at all times, and the pupil is accounted for on return to their classroom.
- Pupils should where possible move round the school in pairs.
- External class doors should always be shut during lesson time.
- Child not in school and no phone call
  - School will phone home

### **Hometime.**

- Staff should see pupils out and ensure all pupils are collected by the appropriate parent/carer. Some children walk home alone, but this has to be previously agreed by parent or carer.
- If pupils are not collected. Then staff who are on the yard at this time must follow procedures for Late-pick up procedures which Fellgate School clearly sets out.

### **Procedures in the event of a child going missing.**

- If the member of staff has noticed the child has gone missing, they must inform the nearest member of the SLT or Headteacher.
- Staff will calmly check that all pupils in the class group are present and double-check this with the class register.
- At the same time all other available staff will conduct a thorough search of the premises and notify the SLT member or Headteacher immediately if the child is found on the school premises.
- If the child has not been found the child's parents should be contacted immediately.
- A check of all the gates should be carried out to make sure which exit the child could or could not have taken.
- The Headteacher or Senior Member of staff on site will decide at which point the police needs to be contacted. When contacting parents or carers please ask them to bring a recent photograph of their child.
- If the child has any special or learning needs then these need to be noted, to be disclosed to police or other agencies.
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### **Educational Visits.**

- Each member of staff taking the class out must complete a risk assessment and to be authorised by the Headteacher.
- Emergency contact lists and any child with a medical condition including medicine must be carried with the class lead person.
- In the event of a member of staff fearing that a child has gone missing while off the school premises the following steps are to be carried out:
  - Visit leader must ensure safety of remaining pupils.
  - One or more adults should immediately start searching for the child.
  - Visit leader should contact school to alert them.
  - If the child is not found within 5 minutes, Visit leader must contact Police by telephoning 999.
  - Visit leader should alert school that the police have been informed and school will make arrangements to notify parents, after which procedures above to be followed.

Reviewed : Summer 15