



# MISSING CHILD PREVENTION POLICY

(inc Arrangements for Collecting a Child, Going Home, After School Clubs, Start & End of Day and Access & Exit Procedures)

Reviewed: March 2018

Next Review Date: March 2019

Related documents:

Safeguarding and Child Protection, Heartzone and Health & Safety Policies

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## 1. Rationale

Every effort is made to ensure the safety of children in our care at Sacred Heart Catholic Primary School. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

## 2. Responsibilities

It is the responsibility of the Head Teacher to ensure that all relevant staff are aware of this policy, to ensure that staff are aware of their responsibilities, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of the staff to read this policy and act at all times according to its guidance and related information regarding site safeguarding published and reviewed annually in the Staff Handbook.

It is the responsibility of parents to ensure that they provide correct and updated contact information on a timely basis and that they know and follow procedures for handover of their child at the beginning and end of sessions.

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

## 3. Procedures Aimed at Reducing the Risk of a Missing Pupil

### 3.1. Start of the day

- Ensure parents are aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- Clear procedures outlined in Staff Handbook and Routines and Procedures information to parents for bringing children into school including staff collecting children on yard and site security e.g. monitoring and closing gates.
- Regular bulletins reminding parents of key points.
- Regular information updates to staff via daily Headteacher briefing.
- Well organised, systematic, orderly approach to children coming into and leaving school escorted by staff and via specific routes.
- Gate opened on playground and staff positioned on yard from 8.40am to supervise children until the bell at 8.50am. No children allowed are allowed to leave alone through gates or doorways.
- Pre-School children enter school via the gates at the rear of the church; access through the cemetery gate opens at 8.45am and closes at 8.50am.
- All perimeter gates are secured by 8.55am. Main entrance used 8.55am-3.00pm with the exception of yard door at break-time and lunchtimes.
- Staff mark registers promptly and accurately mornings and afternoons.
- Office staff calls parents of any child absent where there has been no notification before 9.30. Where contact cannot be made case referred to senior member of staff. Letter to go to parent or refer to EWO.
- Morning club session children registered by staff at 8.20.
- Protocols for registering swimmers and non-swimmers.

### 3.2. Access and Exit to and from the School Buildings during the School Day

- Pupils must enter and leave school through the designated entrance at the start and end of the school day
- Pupils arriving late or at other times must enter through the main office entrance
- All visitors must enter school via the main office entrance
- Pupils must not let visitors into the school

- All visitors remaining in the building must sign the visitor book, read and sign a visitor information sheet and wear a visitor badge. Appropriate checks will be made where necessary. Visitors must sign our and return badge.
- Pre-School visitors must enter via the main office entrance and follow visitor procedures
- Parents attending a meeting in school will be accompanied to their destination once inside
- Pupils exiting after clubs must be signed out on the club register by the parent or authorised person.

### 3.3. Collection of Children / End of Day

- Staff must ensure that all accident forms/going home arrangements/letters are taken out of the 'Going Home' Trays and sent home with the children.
- The playground gate is open from 3.00-3.15pm.
- Children are not allowed to leave the school premises during school hours unless collected and accompanied by parents or other designated adults (i.e. for hospital appointment).
- At the end of the day all children will be accompanied to the yard by the class teacher.
- All parents must remain within the marked court area on the yard, away from the children and exits.
- Staff take children to their allocated place on the playground and ensure all children are collected by appropriate adult in line with 'Pick Up Notes' and 'Going Home Arrangement Forms'. After 10 minutes children who are not collected go to main office area to wait.
- All staff have copies of Going Home Arrangement Forms in their class blue files. These forms are filled out annually by parents and are a list of adults authorised to collect the child. Under no circumstances should a child go home with an adult that is not on the list, or that parents have not authorised with a phonecall/note to the office.
- Parents must come forward to collect their children in turn. NO CHILD IS TO BE RELEASED TO PARENTS AT SIGHT.
- Children attending after school clubs should be brought to the school hall to await collection from the club leader for registration.
- Child should have sight of parent/carer before they leave their teacher.
- Going Home Arrangement Forms should be reviewed at least annually. All changes made in writing.

### 3.4. Swimming

- All non-swimmers with medical reasons to stay in school with appropriate work, supervised by allocated class teacher.
- All swimmers will be collected from the yard by class teacher and registered in class.
- All children's PE kits to be checked to prevent non-participation
- Swimming lead collects swimming register from the office
- All children to be taken to the school bus and head counted as they board the bus. Seatbelt checks and final headcount to be carried out by staff member before the bus departs.
- Children are counted off the bus. Registration also takes place at the swimming pool.
- After swimming, all children to be taken back to the school bus and head counted as they board the bus. Seatbelt checks and final headcount to be carried out by staff member before the bus departs.
- Final registration to take place when returned to class.

### 3.5. Visits

- Thorough risk assessments and adequate pupil teacher ratios in line with 'Educational Visits Policy'. Clear lines of communication set up prior to visit; lists pupils off site with all adults on visit; regular head counts.

### 3.6. After School Clubs Collection

- Any parent who wishes their child to attend an after school club **must** complete a registration and booking form (Heartzone) or Clubs interest form.
- Children must be collected by parents or other designated adults (on Going Home Arrangements Form)
- When parents and/or other designated adults collect their child/ren they **must** sign the register to confirm collection. The club leader is responsible for ensuring this signing out register is completed.
- The club leader is responsible for ensuring all children are taken to the main school entrance and **must** wait with them until every child is collected.
- If someone other than the designated people is to be collecting a child, club staff must be notified in writing before the club.

### **3.7. Uncollected Children**

- All children are informed not to leave the school grounds on their own at the end of the school day if they are usually collected.
- These children must be accompanied by the class teacher to the School Office area.
- Parents will be contacted by the School Administrator/Teacher and they will wait in the Office area until collected
- If no contact is made or the parent is significantly delayed the child will be taken into Heartzone.
- If a parent, carer or designated adult is more than 15 minutes late after the closure of Heartzone in collecting their child, the headteacher will be informed
- The staff will call the parent, carer or designated adult and use any other emergency contact details available to ascertain the cause for delay and how long it is likely to last. Messages will be left on answer phones requesting a prompt reply
- While waiting to be collected the child will be supervised by at least two members of staff who will offer them activities and as much support and reassurance as necessary
- If, after repeated attempts, no contact is made after 30 minutes of the club closing, the headteacher will be contacted again
- The staff will act upon the advice of the headteacher
- Unless absolutely necessary, the child will not be taken away from the clubs premises in the course of waiting for them to be collected at the end of the session
- The child will remain with the clubs two staff members until they are collected by the parent, carer or designated person, or alternatively placed in the care of social care
- Incidents of late collection will be recorded by the staff and discussed with parents/carers at the earliest opportunity. Parents/carers will be informed that persistent late collection may result in the imposition of a fine or the loss of their child's place at the club.

**Under no circumstances should any adult take any uncollected children home.**

### **4. Procedures in the Event of a Child Going Missing**

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

- Member of staff who has noticed that a child is missing will quickly and calmly inform the nearest member of the SLT.
- Staff will promptly and calmly gather round all other pupils and designated members of staff will count and name check against register/s. They will then keep pupils in same place and read story.
- AT THE SAME TIME all available staff will conduct a thorough search of the premises including checking all gates and doors are secure and there are no other ways the child could have left the school.
- If the child is found they should notify member of SLT immediately.
- If the child is not found SLT arrange search of the immediate area.
- If the child is not found after 10 minutes from the initial report of them being missing parents will be notified. They should be asked to come to school bringing a recent photo of their child with them.
- The Head Teacher or next most senior member of staff will decide at which point the police will be contacted. They should have a clear description of child at hand including clothing, age, hair colour and any distinguishing features.
- If the missing child has any special medical or learning needs these should also be noted and disclosed to the police or other relevant agencies.

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

- Visit leader must ensure safety of remaining pupils.
- One or more adults search immediately for the child.
- Visit leader contact school as per emergency procedures.
- If the child is not found within 5 minutes visit leader call 999.
- Visit leader alert school that police have been contacted and the school will make arrangements to notify parents after which procedures above will be followed.

In the event a child goes missing after handover follow above procedures for missing from school with the addition:

- Parent / care reporting missing child stays in office to liaise with Police if they are called.