

APPENDIX B: PROCEDURE IN THE EVENT OF A CHILD GOING MISSING (SENIOR SCHOOL)

Throughout the school day, every effort is made to prevent children from leaving the grounds without a permitted adult present. The main entrance gates are closed during school hours.

At registration, staff should not mark the student present unless they have seen the child themselves.

In a morning and afternoon after registration the student secretary will contact parents of any children not in school that day if we have not already received a message to explain their absence. This ensures missing children are accounted for. Any long term concerns will be reported to the local authority.

During the day it is the class teacher's responsibility to take registers at the beginning of the class and to be vigilant about alerting SLT to anyone who is missing from their lesson. It is important to always be aware of anyone who has left the classroom to go to the toilet, or taken a message to another room and to investigate if they do not return after a short time.

In the event of a child going missing, it is necessary to alert other staff. Any available staff should begin searching the premises and grounds carefully. Reception is a good first point of call as the admin staff can alert any SLT who are available. The Head should be made aware of the situation and the Headteacher, as they would know of any safeguarding issues involving the child. Staff need to remain calm so as not cause any distress to the other pupils. If the child can not be found the parents and police should be contacted (after approx. 15-20 mins). CCTV footage may show which exit the child left the school, and if anyone else was with them.

Usually lost children are found again unscathed, but if any unfortunate circumstances did arise, the Head would ensure relevant support was provided for staff and parents and would handle any media involvement.

On School Visits:

On school visits, a risk assessment must be carried out prior to the trip and be approved by the Head. Adequate adults must be taken and everyone clear about who they have responsibility for. Regular head counts through the day are essential, and a mobile phone taken for emergencies. The teacher in charge of the visit should contact school to make them aware, as well as involving the staff at the site they are visiting. The Head would contact the parents and inform them of the situation if the child was missing for some time and the police were to be contacted.

APPENDIX C: PRIMARY PROCEDURE IN THE EVENT OF A CHILD GOING MISSING

Throughout the school day every effort is made to prevent children from leaving the grounds without a permitted adult present. Exits from the playground are watched closely, particularly between 8-8.30am and at lunchtime when children are coming and going to lunch. At these times a member of staff is allocated to guard the Infant playground gate. The main entrance gates are closed during school hours.

At registration, staff should not mark the student present unless they have seen the child themselves.

At regular times, during assemblies and in the classroom, the importance of staying safe and remaining with adults at all times is stressed so the pupils are aware of the importance of being responsible for their own safety. During the day it is the class teacher's responsibility to take regular head counts of the class and to be vigilant of the children after registration first thing in the morning and afternoon. It is important to always be aware of anyone who has left the classroom to go to the toilet, or taken a message to another room and to investigate if they do not return after a short time.

Primary Extra Time Staff always investigate with teaching staff if a child was due to attend and has not turned up. (There is usually a reason for this – ie. child off school ill, parents turned up to collect at 3.30pm, or gone to a friend's house and parents have forgotten to cancel PET) PET staff take registers as they collect the children and again once they are all together in Nightingales.

There have been occasions when children have left parents after being dismissed at 3.30pm and wandered off with friends in the school grounds. Staff are usually alerted by other parents and are then involved in the search. Although, it is clear in our procedure for the dismissal of pupils at the end of the school day that parents must take responsibility for the supervision of their children at this time.

On school visits, a risk assessment must be carried out prior to the trip and be approved by the Head. Adequate adults must be taken and everyone clear about who they have responsibility for. Regular head counts through the day are essential, and a mobile phone taken for emergencies.

In the event of a child going missing, it is necessary to alert other staff. Any available staff should begin searching the premises and grounds carefully. The Head of Primary should be made aware of the situation and the Headteacher, as they would know of any safeguarding issues involving the child. Staff need to remain calm so as not cause any distress to the other pupils. If the child can not be found the parents and police should be contacted (after approx. 15-20 mins). CCTV footage may show which exit the child left the school, and if anyone else was with them.

If it is during a school visit, the teacher in charge of the visit should contact school to make them aware, as well as involving the staff at the site they are visiting. The Head of Primary would contact the parents and inform them of the situation if the child was missing for some time and the police were to be contacted. Regular head counts and counting children on/off coaches is part of the risk assessment expectations for off site visits.

Usually lost children are found again unscathed, but if any unfortunate circumstances did arise, the Head of Primary and Headteacher would ensure relevant support was provided for staff and parents and would handle any media involvement. In the event of the Head of Primary being unavailable the Assistant Head (Primary) would take responsibility.

In a morning after registration the Primary secretary will contact parents of any children not in school that day if we have not already received a message to explain their absence. This ensures missing children are accounted for. Any long term concerns will be reported to the local authority.