



Missing Child Policy and Procedures

Approved by Governors Dec 2021
Full Governing Body Meeting

To be reviewed at least every three years
Review date Dec 2024

Chair of Governors print _____

Chair of Governors signed _____

Date _____

Policy Statement

The safety and security of the children in our care at Joseph Turner Primary School are paramount. The purpose of this policy 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.

Aims

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

Responsibilities

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Registers must be completed and saved by 9.00am and again in the afternoon before 1:10 pm (12:30pm in Nursery).

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions. If a parent takes a pupil out of school during the day, they must sign them out at the office using the inventory machine which updates SIMS.

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

During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

Prevention

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice during the day, at the start of the school day and after lunch. Any absences after the morning or afternoon register are followed up by the Attendance and Welfare Officer and calls are made to parents/carers.

When there is a school trip off the premises then it is the responsibility of the trip leader to ensure that a regular register is taken or head count completed, this will depend on the nature of the trip, the mode of transport used and the location of the trip. This must be documented on the Risk Assessment paperwork that accompanies the trip.

The children are supervised at all times throughout the school day in all parts of the building and outside of it. At the end of the school day or after activities, the children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them. Staff have access to 'collection passwords' on CPOM's to identify authorised adults that can collect pupils.

Children in Year 6 are only allowed to leave the premises alone if written permission has been given by the parent/carer to the Head Teacher, after which, this information is uploaded onto the comments section in SIMS. Any children walking home alone also have to have a mobile phone in their possession for safety. If no approved adult arrives at the normal pick up time, a phone call is made to the parent/carer and other contacts if the need arises. The child will remain in the care of school staff whilst enquiries are made and the child is collected. Children will not be released to a person that is not named on the authorised collection form or to anyone who does not know the collection password. All teachers have folders that contain information on who is authorised to collect each pupil. This information is also recorded on the CPOM's

system and teachers take their iPads outside when dismissing children. Parents/carers have a responsibility to ensure that this form is kept up to date.

When a child is collected from school during the school day whether due to illness or a prearranged appointment, they must always be collected from the school office so that they are signed out electronically using the Inventory system to record the fact that they are no longer on the premises. It is the responsibility of the front office staff to ensure that all parents have signed their child out. Pupils are not allowed to leave the school premises on their own during the course of the school day.

It is the responsibility of all staff to ensure that the children remain safe. Any visitors to the school are recorded arriving and leaving via the electronic Inventory System. CCTV is also in place to monitor exits and entrances to and from the school. Parents who come to school during the school day or at the end of the day report to the school office. Visitors are required to wear badges which are printed off once they have signed in on the electronic system. If any member of staff notices someone walking around school without a visitor badge, they should question and report it immediately.

First Day Calling / Morning Attendance Procedures

The following procedures are in place to prevent children being missed from the morning register:

- Staff are situated on the KS1 and KS2 gates every morning to mark children in the book that arrive at school between 8.58 and 9.00 (children are not late if they arrive at school before 9.00 but this procedure ensures children are recorded as being in school just in case they miss the register at 9.00).
- Once the gates are closed at 9.00, parents have to sign children into school via the main school office on the electronic Inventory System and are given a card to take to the class teacher to show they have been signed in and registered. Any child who arrives after 9.00 but before 9.30 is recorded as late (L code – late before register closes) and after 9.30 they are recorded as late (U code – late after register closes). All children MUST be signed in on the on the electronic Inventory System by a parent/carer before being admitted entrance to the school.
- Once the registers have been taken, the Attendance and Welfare Officer checks any N codes (no reason yet provided for absence) against:
 - gate books
 - phone calls from parents; and
 - absence line messages from parents.
- If there are any remaining children with N codes, the Attendance and Welfare Officer will call each class to check with staff if children are absent by 9.15 am. There is a class list outside of each classroom which is updated when there are any changes such as a new pupil or a pupil taken off roll.
- Calls to absent children's parents are completed before 10.00am. Texts messages are also sent if there is no answer. All children that arrive after that must sign into school on the electronic Inventory System by parents. Front office staff ensure that this has been completed.
- Home visits to be conducted by Instill-Excellence. They are contacted by the Attendance and Welfare Officer. Instill Excellence report back to her once the visit has been completed.
- Any comments added to SIMS from absence messages must be initialed by the person recording the comment.
- Any changes made to description codes is at the discretion of the Head teacher.
- If a parent calls or tells the school that their child will be having more than one days absence, only enter the code for the first day they are absent and then add a note to the comments box for the other days the parent is saying they won't be in. If a child is off for a third day parents will be called even if they have said the child will be off for 3 or more days and a home welfare visit will be conducted.
- The Attendance and Welfare Officer will also keep a record of any mistakes made on the registers by staff and this will be monitored by SLT on a regular basis.

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 occasions in which it may be more likely for a child to go missing and to which staff should be particularly vigilant. A majority of main exit doors are secured by an electronic fob system. Only members of school staff

have key fob. Visitors will not be given a key fob. Other exit doors without electronic fobs are locked by members of staff and are opened at the beginning and locked at the end of break times and lunch times.

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,
- undertaking errands for the teacher such as taking the register to the office.

(Children should not be sent to collect printing as this should not be done in lesson time.)

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, drinking fountains 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) Displaying negative behaviour

This could occur when a child is distressed, anxious or upset and wants to release these emotions by running.

- e.g. – running to the library to find a safe space
- running around the hall
- running through the corridors to behaviour recovery.

e) Other Times

These include: - before the start of the school day when children are freely moving about the grounds and building getting 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 or children walking off if they think they have seen their parents during collection time.

Missing child procedure 1 – If a child is noted to be missing from the school premises:

Check with the school office immediately and whether the child has been signed out on Inventory. e.g. school trip, external appointment.

The person reporting the child missing needs to state the name of the child and a description of the child, what the child was last seen doing and where, and how long since they last saw the child.

A concern over a missing child must be reported to a member of the Senior Leadership Team immediately. All available staff will check grounds/rooms/cupboards/toilets to ensure that the child is not hiding or has not been locked in anywhere within the school site. This search should take place immediately.

Police and parents (unless there are reasons connected with the child's welfare which indicate that parents should not be contacted) will be contacted by the headteacher/member of SLT and this should occur no less than 15 minutes after the child's absence was first noted.

A written record of the incident should be logged on the child's CPOM's file.

Procedure 2: If a child insists on leaving the premises.

If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises, parents and the police will be contacted immediately.

This could only possibly occur at the start/end of the school day when the children are on the school playground.

The person reporting the child leaving the premises needs to state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child.

If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the school premises should be used.

A written record of the incident will be placed in the safeguarding file and child's own confidential record.