



Jotmans Hall Primary School

Missing Child Policy

Headteacher:	Ms S Warnes (Headteacher) Contact Number - 01268 755456
Designated Safeguarding Lead:	Mrs P Lovett (Assistant Headteacher) Contact Number - 01268 755456
Monitored by Designated Safeguarding Governor:	Mrs J Lunn

Approved/Accepted/Ratified by the
Full Governing Body - March 2019
Review - March 2021.



At Jotmans Hall Primary School, 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.

All staff must be aware of the procedures to be followed if a child goes missing. This can be a very stressful time for all concerned. Every care is taken to ensure that all children are kept safe. Risk assessments are carried out to ensure that the school and setting is as safe as possible and children should never be allowed to leave the premises on their own. It is possible, however, that despite all precautions a child cannot be accounted for and goes missing. This policy is designed to put in place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Responsibilities

- It is the Head teacher's and Senior Leadership Teams responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and 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.
- It is the responsibility of Parent/Carers to ensure they provide correct and updated contact information on a timely basis. Parent/Carers should provide at least two contact numbers for their child. and know

It is the Parent/Carers responsibility for knowing the procedures for handing over a child at the beginning and end of the school day.

- 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.

Preventative Procedures:

The Governors will appoint a Site Manager to put into practice school security measures.

Health and Safety Walk - termly - Site Manager and Business Manager. Report given to Full Governing Body

Parent/Carers must inform the school in advance of when their children need to leave the school (medical appointments, dentist appointments etc.).

Office staff must sign the daily pupil absences sheet and note the time the child left the school premises. When the child returns to school, the time that the child returns to the school site must be noted on the daily pupil absence sheet. Office staff will then inform the child's Teacher that the child has returned to school.

All Visitors to the school will be signed in and out. See Visiting Speakers Policy.
All Visitors to the school premises, are required to wear a Visitors badge.



If a member of staff becomes aware that a pupil has knowledge of the keypad code, they must inform the Headteacher / SLT immediately.

Start of the school day:

1. Parent/Carers should ensure that their child arrives safely at school and enters the school through their specified class gate.
2. There will be a member of staff on both gates, to ensure that all children when they leave their Parent/Carers, enter the school grounds safely. Staff will close the gates at 8.55 a.m. (Attendance Policy)
3. If children arrive after 8.55 a.m. they should enter the school, through the main Office and Office staff will record their names in the late book. Office staff will adjust the class register, if the child is marked absent. (Attendance Policy)
4. Staff will mark registers promptly and accurately. Office Staff will update the attendance information on SIMS.
5. Staff will record the number of children present in their class on the class number card each morning after registration has taken place. (Fire Safety Procedure).
6. If children arrive late, due to an appointment (medical etc) Office Staff will inform the child's Teacher immediately.

Outside Time / Lunch / Playtime / Pupils working in The House or Den

1. When children are outside they are protected by fencing and padlocked gates and are supervised by Staff - Playground rota / MDA lunchtime rota.
2. Children are supervised at all times and there is sufficient staff to ensure this happens. Sometimes children are given the opportunity to work independently in other areas of the school. However their Teacher will be aware of their location and the number of children working independently.
3. If pupils leave the classroom to work in other parts of the school, ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

Hometime:

Staff in the Foundation Stage and Year 1 ensure that all children are collected from school by an appropriate adult. Pupils have sight of their Parent/Carer before they leave their Teacher.



Parent/Carers inform their child's Teacher or through the school office, if their child is going home with another adult or older sibling.

Contact File - Parent/Carers must inform Pastoral Leader if there are specific adults who cannot collect their children from school. Information regarding adults who cannot collect children from school is kept in the contacts file. This file is updated annually or on a needs basis.

Parent/Carers must inform the school, as soon as possible if an incident arises and they are unable to collect their children from school at 3.10 p.m. The Office staff will inform Teachers and the child will be brought to the main office at the end of school to await their Parent/Carers.

All children from Yr 2 to Yr 6 who are not collected by an expected adult must inform Office staff and wait until they are collected from school. Parent/Carers must inform Office staff when they collect their children.

Coaches and adults leading after-school clubs, must wait with the children until they are collected by their Parent/Carers. Office staff will be informed and phone calls will be made to Parent/Carers if the children are waiting longer than 10 minutes.

Illness:

1. When First-Aid staff make a decision to send a child home, due to illness, the child's Teacher must be informed immediately that the child is leaving the school.
2. Teachers will adjust their pupil numbers on the Fire Safety cards.

Visits:

Thorough risk assessments and adequate staff/pupil ratios, no less than one staff member or volunteer are provided when pupils leave the school premises. Adequate communication contact and a list of pupils/groups are to be taken on visits out of school. Mobile phones must be taken on every visit and mobile contact numbers left at school.



Reactive Procedures:

1. If a child cannot be found by their Teacher/LSA/lunchtime supervisor, the Headteacher or member of the SLT 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 available 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 Headteacher will nominate members of the SLT, 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 5 minutes of thorough searching, the child is still missing, the police must be called by the Headteacher or member of the SLT.
5. If the child is not found in the school, the child's parents/guardian will be contacted by the Headteacher / SLT and informed of the situation.
6. While waiting for the police and the parent/guardian 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 Headteacher / SLT will be responsible for meeting the police and the missing child's Parent/Carers, and will be responsible for co-ordinating any actions instructed by the Police and do all they can to comfort and reassure the parents.
8. The Chair of Governors will also be informed as soon as is practicable.
9. If a member of staff finds the child, the Headteacher / SLT must be told at once. Parent/Carers, Police and other authorities will then be notified.
10. If the Police are called the relevant information must be relayed - name of school / next of kin of the child / physical description of the child / triggers that might have led up to the child going missing.
11. A member of the Office staff must stay by the phone to update the Headteacher/SLT of any developments.
12. Subsequent to any such event, risk assessments will be carried out to ensure that the incident does not happen again.



Out of School Visits:

1. When a group of children is taken out of school, risk assessments must be completed in advance and submitted to the Educational Visits Coordinator.
2. A list of children must be carried by staff on the visit.
3. Regular head counts will be undertaken by staff.
4. Adult/Pupil ratios will be in line with those outlined in the Educational Visits Policy.
5. A mobile phone must be taken on all visits. All contact numbers must be regularly updated.
6. 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.
7. 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 public address system.
8. The Headteacher / SLT must be informed immediately, so that Parent/Carers can be contacted.
9. If the child is not found immediately, the Police must be contacted in the area where the visit is taking place. Essential information regarding the child, must be relayed to the Police.
10. If a member of staff finds the child, the Headteacher / SLT must be informed at once. Parents, police and other authorities will then be notified.
11. The Headteacher / SLT will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Woodlands Club:

1. The Woodlands Club register will be completed as soon as the children arrive at the club.
2. When children are collected from Woodlands Club by their Parent/Carers they must sign their children out of the club.
3. If a child is missing, Woodlands staff must search the Woodlands area and inform staff in the main school building, so that a search can be made of the main school premises.



4. If a child is missing, Woodlands staff must inform the child's Parent/Carers immediately, to check that the child has gone home directly etc.
5. If the child's location cannot still be identified, the Police must be called.

Missing Children see running off the school premises.

1. If, during the search, the missing child is witness leaving the premises, the member of staff witnessing this must inform the Headteacher / SLT immediately. They should report when they last saw the child and the direction the child was heading, so that this information can be communicated to Parent/Carers and Police as appropriate.
2. In certain circumstances it may be appropriate for a member of staff to go beyond the school boundary e.g. to retrieve a child who has accidentally wandered out of an open gate or to follow/retrieve a child who has deliberately left the premises. During these circumstances the member of staff must ensure that the Headteacher / SLT are informed, so that they can attend the situation.
3. 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 the child. 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.
4. In exceptional circumstance where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving names staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

This Policy will be reviewed biannually or sooner if there are any changes in legislation or the need arises.