



Missing Child Policy

Date Agreed: January 2019

Review Date: January 2020

Signed: _____
Chair of the Trust Community Partnership

**Portsmouth and Winchester Diocesan Academies Trust
St Blasius C of E Primary Academy
Missing Child Policy**

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	28 th April 2015	AJ	RSC	New policy
2	2 nd December 2015	MS	Govs	Adapted PWDAT policy
3	22 nd November 2016	CW	Govs	Reviewed policy
4	February 2017	CW	Govs	Amendments made from PWDAT
5	October 2017	CW	Govs	Reviewed policy
6	January 2019	CW	TCP	Reviewed policy

Aims

- To minimise the possibility of a child being lost/missing at the academy.
- To minimise the possibility of a child being lost/missing on an educational visit.
- To outline the procedure that should be followed in the event of a child being lost on an educational visit.
- To follow up a child having been lost at school or on an educational visit.

Minimising the possibility of a child being lost at school

The majority of children are brought to the academy by their parents. Very few arrive independently and this minimises the possibility of them becoming lost/going missing on the way to the academy.

Children enter the academy via the playground or through the main entrance if late. This reduces the possibility of children arriving at the academy unnoticed. The playground gate is opened at 8.30am and locked at 8.45am. Two members of staff are on duty at the gate. Once a child has entered they are not allowed to leave during this period. The gate remains locked until 3.00pm, when parents collect their child from the class teacher at the end of the day.

All children are registered between 8.45am and 8.55am and registers are returned to the office immediately (electronically) after being taken via SIMS. Parents are asked to telephone the academy in advance if their child will be absent and they haven't already given notice about this through a 'Request to remove a child in education during term time' form. The registers are checked by the office administrator and any unexplained absences are followed up with a text and/or phone a call home by 9.30am, to ensure that the academy and parent knows the whereabouts of the child.

Registers are formally taken again at the beginning of the afternoon session. Class Teachers should immediately check with the academy office if a child is unexpectedly not present for the afternoon session. Any child who goes in and out of the academy during the course of the day for appointments or the like, must be signed in and out by the parent. If the child cannot be accounted for, follow the procedure outlined below.

Staff should check whether all children are present at the beginning of each lesson (this need not be done with a formal register) and if not, establish whether the child has been in the academy that day. If necessary, send a TA or responsible pair of children to the academy office to check.

All children are told that they must not open any of the doors or gates that create an exit to the premises. All staff are asked to be vigilant about any open doors and gates and ensure that they are closed and where necessary, padlocked immediately. If a child is waiting to be collected from the main entrance, they must be reminded not to open the doors, even if they see someone they know come to the door. Any child seen leaving the premises unaccompanied at any time of the day, should be challenged.

Class Teachers should all be present on the playground to see their class out at the end of the school day. Any uncollected children should be taken to the academy office and NOT permitted to leave unaccompanied or with another parent, unless prior notice has been provided by the parent to the class teacher/academy office.

All after school clubs and after school care should check that the expected pupils are present at the beginning of the activity. The office must be informed promptly that all the children are present or whether anyone is missing. Office staff must check the whereabouts of the child as outlined below, but checking first with the class teacher as to whether they saw the child being collected after school that day and by whom. It is usually the case that the child has been collected instead of attending a club but this must not be assumed. At the end of the club, the club leader is responsible for ensuring that the child is collected by their parent. If a

child is not collected after an after school club, they should be taken to the academy office, who will telephone their parents.

Children in Years 3, 4, 5 and 6

If parents wish children to cycle/walk to or from school unaccompanied at the end of the day, or walk home after an after school club, they must advise the Principal in writing. Class Teachers will receive a copy of the letter acknowledging this arrangement. A list will be kept in the office and in the pupil's file.

Minimising the possibility of a child being lost on an educational visit

Please refer to the staff handbook and Offsite Activities Guidance for further details. The teacher in charge of the visit will have an accurate list of all children on the visit. All children need to be counted frequently throughout the visit, especially when they are re-grouping after a visit to the toilets or a shop etc. Depending on the nature of the visit, group leaders will also take responsibility for ensuring that their group is accounted for. Children should also be encouraged to take responsibility for each other and notice if someone is missing.

All the children and adults are given an important briefing before an educational visit. All children should be reminded about remaining with their group leader or within designated area.

Procedure if a child is lost at the academy

- Establish whether the child has been in the academy that day or whether they have gone on a legitimate visit and have been signed out. Check with the office to see if there is a message from the parent about collecting them early etc.
- Check with the office whether they know if the child has left the premises.
- Check that the child is not in a music lesson, ELSA session or other activity or in After School Care.
- Without causing undue alarm, establish where the child was last seen; try to verify this with an adult rather than just a child's word.
- Ensure that the rest of the children are safe whilst a thorough search is conducted of the premises, inside and out by all non-teaching staff. Walkie Talkies will be distributed and areas designated by the academy office. Check everywhere, including unlikely areas, in cloakrooms, under coats, toilets, etc (anywhere a child could hide).
- Check all available exits and alarms.
- If all possibilities have been explored and the child cannot be accounted for, the Principal must be informed (or Vice/Assistant in his/her absence) and the parents must be phoned. If the parents cannot account for the whereabouts of the child it will be necessary to phone the Police. It will be helpful to know when and where the child was last reliably seen.
- Where an adult sees a child leave the school premises, they must not follow the child off-site or cause them to run away, although if possible, retain a line of sight. In this instance, the Police should be called first and then the parent informed.
- If the Police have been called, the Academies Officer must be notified.
- The Academy Emergency Plan should be followed with regards to possible media interest. Further guidance can be provided by the Academies Officer.

Procedure if a child is lost on an educational visit

- Establish where the child was last seen and with whom.
- Inform group leader.
- If in groups, check with all the other groups to see if the child has joined a different group.
- Ensure that the rest of the children are safe whilst a thorough search is conducted of the area.
- Retrace previous steps/areas visited.

- Depending on the location of the visit, the group leader should inform any relevant authorities for their assistance in locating the missing child. E.g. An information point, Centre Staff etc.
- The group leader should inform local Police or other authority e.g. Coast guard.
- The group leader should contact the Principal at the school to inform them of the situation and the action taken. The Academies Officer should be informed at this point.
- The group leader should liaise with the Principal about contacting parents and should inform the Principal immediately if the child is found.
- The Academy Emergency Plan should be followed with regards to possible media interest. Further guidance can be provided by the Academies Officer.

To follow up a child having been lost at school or on an educational visit

Once a child has been found it is necessary to establish how the child was lost to minimise the likelihood of the event recurring. An incident form must be completed and changes to risk assessments etc may be required.

If the child was lost in the academy, the Principal will conduct an investigation into how this occurred and will address any matters arising from this.

If the child was lost on an educational visit the Group Leader will need to prepare a report for the Principal on the circumstances regarding the incident. The Principal will address any issues arising from this and will liaise with the Educational Visits Co-ordinator regarding any amendments that may need to be made to the Offsite Activities Guidance.

If the Police have become involved the Trust may conduct an external investigation.