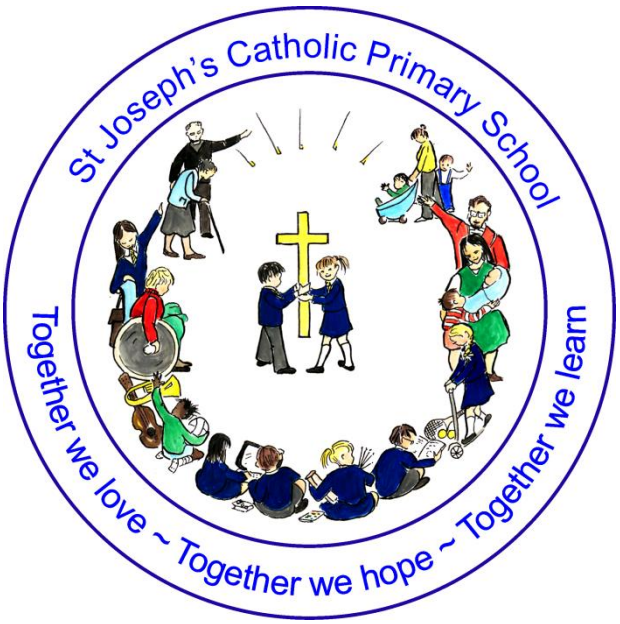


Missing Child Policy
March 2018

Review Date: January 2020

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Missing Child Policy.

This policy will be carried out with due regard to our School Vision and Mission Statement:

Together we love- Together we hope- Together we learn

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we encourage everyone to share a love of learning and the love of Christ.

Together, we hope to inspire each other to achieve our full potential and to embrace our future with confidence.

The welfare of all children at St. Joseph's Catholic Primary School is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times.

The staffing ratios at St. Joseph's Catholic Primary School are appropriate and in line with statutory regulations and are designed to ensure that all pupils are supervised whilst in the school's care.

The school playgrounds are surrounded by secure fencing and gates and doors on the front façade of the school are either locked or have coded entry. During school hours visitors to school must announce themselves via an external intercom system and use the designated approach and entrance. Visitors into school must sign the appropriate register and wear a visitor's badge. As they leave visitors are asked to sign out and return the badge. Necessary checks are made of all visitors.

Procedures at the beginning and end of the school day aim to keep all pupils safe and reduce the risk of a child going missing.

Our current procedures are listed as follows:

Before School

- School opens at 8.20am
- All Foundation Stage, KS1 and KS2 pupils are supervised on the playground by a member of staff from 8am until it is time to go to their classrooms
- In inclement weather KS1 and KS2 pupils are directed to the Hall where they are supervised. Foundation Stage children go to their classroom where they will be supervised.

Lunchtime.

- FS and KS1 children are escorted and supervised to the Hall and are supervised during lunch and after having their lunch at play, when they are supervised on the playground.
- KS2 children are supervised during lunch time and then back on the playgrounds. All children are supervised during lunchtime play.
- Children who attend lunchtime activity clubs or music lessons are collected from the appropriate playground by the staff responsible for the club or music lesson

At the end of the School Day.

- Foundation Stage, KS1 and KS2 children are escorted by their teacher to the nominated exit door of their classroom where they are collected by their parent or nominated adult. Year 5 and 6 children can make their own way to their parents on the playground. Year 5 and 6 parents must inform the office if their children are allowed to walk home alone.
- Children who are not collected at the due time are brought back into school and supervised whilst their parent/guardian are contacted using database information
- Children who are registered for After School Club are escorted to the club if they have a pre-booked place
- Children who attend after school Extra Curricular clubs are met by the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken.
- Children waiting for independent transport are supervised until the coach arrives.

REGISTRATION

A class register is taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone school if a child is not able to attend the day's session, before school begins.
Registers are checked by the school administrator who will contact the parents of those children who have been marked absent in the register for whom there has been no notification,
If we still cannot locate a child every effort will be made by a member of staff to visit the address or to try and contact the place of work of the parent or another relative.
The Head Teacher will make a decision whether or not the police should be informed if the child still cannot be located.
Pupils who have external appointments during the school day must be signed out and signed in when they return. This register is kept in the Main Reception area.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM SCHOOL:

Our procedures are designed to ensure that a missing child is found as soon as possible. If a child was found to be missing the following actions would be employed:-

- Take a register in order to ensure that all the other children were present
- Ask adults and children if they can say when they remember seeing the child
- Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide
- Check doors and gates for signs of entry/exit
- Inform the Headteacher and Designated Teacher
- Inform parents of what has happened, what action has been taken, and ask them to come to school
- Headteacher to arrange for staff to conduct a wider search of premises and grounds
- Headteacher to inform Police
- Designated Teacher to inform Local Children Safeguarding Board
- If the child's house is within walking distance, a member of staff to set off on foot to attempt to find child
- The school would co-operate fully with any Police investigation and any safeguarding investigation by Social Care
- The Designated Teacher would inform the local Children's Safeguarding Board
- Headteacher to inform Chair of Governors
- Headteacher to inform North Somerset CYPS
- A report would be made under RIDDOR to the HSE (Health & Safety Executive)
- Ensure that all other children are kept calm and safe

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If considered appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- Immediate head count taken to ensure all the other children were present
- An adult to search immediate vicinity
- Contact venue manager and arrange a search
- Inform Headteacher and Designated Teacher by school mobile phone
- Inform parents
- Contact Police
- Designated Teacher to inform Local Children Safeguarding Board
- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care
- Inform Chair of Governors
- Inform North Somerset CYPS
- (if the child is injured) A report would be made under RIDDOR to the HSE
- Remaining children taken back to school

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTION BY STAFF ONCE THE CHILD HAS BEEN FOUND

- Talk to, take care of, and if necessary comfort child
- The Headteacher to talk to parents to discuss events and give an account of the incident
- The Headteacher will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, staff-pupil ratio, when the child was last seen, what appeared to have happened (the purpose of the outing), the length of time the child was missing and how he/she appeared to go missing, lessons for the future
- Staff to speak to all children to ensure they understand why they should not leave the premises/separate from a group on an outing

We at St. Joseph's Catholic Primary School undertake to look after the children's safety throughout the time that he or she remains under our care.
This policy will be reviewed regularly and our systems monitored in order to satisfy that all procedures both preventative and action, are robust and effective.

Signed by the Governing body_____ March 2018

Date for review March 2020