

Girnhill Infant School



'Where everyone is valued and futures matter'

Missing Child Policy

Prevention:

Every effort is made to ensure that safety of the pupils whilst they are in the school's care.

A number of preventative measures have been implemented:

- To prevent a child going missing all children are registered twice a day, at the start of the school day and at after lunch.
- School has implemented the Integris web based electronic register. Completed registers are saved to the website and picked up electronically by the Administration Assistant in the School Office so that they can follow up any absences and call parents.
- Paper copies are also printed out after each completed registration in readiness for the event of a school evacuation.
- **School operates a First Day response system** whereby all uninformed absences are followed up at the beginning of the school day by 9:30am. This is to ensure both school and parents know the whereabouts of each individual.
- When there is a trip off the School premises then **it is the responsibility of the staff** taking the visit to ensure that a **regular register is taken or head count made**, this will depend on the nature of the visit, the mode of transport used and the location of the visit. This will be discussed during the planning stage of each visit.
- The children **are supervised at all times**, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, after school clubs and breakfast club.
- School operates a register system for all extended school clubs.
- 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. If no approved adult is there at normal pick up time, the child will be supervised at the school office and parents will be contacted. The child will be supervised until they are collected.
- 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 a note may be made in the register to record the fact that they are no longer on premises.

- Pupils are **not allowed** to leave the School premises on their own during the course of the School day.
- It is the **responsibility of the member of staff** on duty whether teaching or supervising play to ensure that the children remain safe.
- Any visitors to the School **must sign in** at the School Office upon arrival and **sign out** when leaving.
- Parents who come to School during the School day or after the School day has ended are requested to **report to the School office**.

Missing Child Procedure:

- **Procedure 1 School Premises**

If a child is noted to be missing from the school premises the following procedures will be put into operation:

- One member of staff will call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment e.g. external appointment etc and inform the Staff member on duty in the School Office of the situation.
- All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The Staff member on duty in the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not happen.)
- This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

- **Procedure 2 Leaving School Premises**

If a child insists on leaving the premises the following procedures will be put into operation:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately.
- 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. (see Behaviour Policy)
- If appropriate, and enough Staff are available to enable two to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff to leave the premises to observe the child the headteacher will instruct the staff member on duty in the School Office to call the police.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 3 Educational Visit

If a child goes missing whilst on an educational visit the following procedures will be put into operation:

- One member of staff will call the register to check and establish which child is missing.
- Two members of staff will remain with the other children and keep them together at one central point.
- The group leader will inform staff at the educational visit location that school has a missing child and request assistance.
- All other available staff will check grounds and make sure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The group leader will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not happen.)
- This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.
- These procedures will be discussed at the planning stage of each educational visit.

This policy was reviewed in September and ratified by governors on 2nd October 2019.