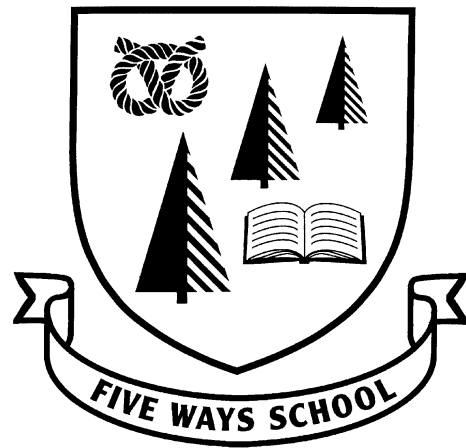


# Five Ways Primary School



## Missing Child Policy

September 2024

## **Rationale**

All staff at Five Ways are committed to ensuring that all pupils are safe whilst in the school's care. This policy sets out the procedures in place to safeguard pupils whilst in school or attending activities which put them in the care of school staff.

## **How do we ensure that all pupils are in school safely?**

### **Morning procedure**

- All doors will be opened promptly at 8.45am to allow children to enter the building. There will be a member of staff available on the Reception, KS1 and KS2 doors to welcome the children and take any messages from parents regarding their children. Any message taken will be shared with the appropriate members of staff. At the KS2 door in the KS1 building a member of staff will be available in their classroom to take any urgent messages.
- An electronic register is taken at the beginning of the morning and afternoon sessions. This data is sent to the office electronically but a laminated class register is completed and taken around to lessons with the class ensuring all staff know which pupils should be in their lessons. (*NB: The laminated list must be updated with any pupils leaving or re-joining their class throughout the school day.*)
- If a child arrives at school late, then parents are instructed to take their child to the office so that registers can be altered. The child will be taken to join their class by an adult and the laminated class register must be amended to take account of the child's late arrival.
- In the event of a pupil being absent for morning registration, the office will be informed through the electronic register. (If a classteacher is informed of a child's absence via a message at the door that morning or in writing in advance of the absence, then the classteacher should mark the child absent on the electronic register and should put a flag on the 'N' mark so that the office staff are made aware.) If a message has not previously been taken by the office, they will ring parents on the first morning to ascertain the reason for the absence and to ensure the child's safety. If it is not possible to contact the parent, all other contacts for the child on the school database will be tried. If there is still no reason available for absence, the office will inform a member of the SLT. The SLT will consider the individual case and inform the EWO if it is deemed appropriate.

### **Procedures which must be followed during the school day**

- Children must be supervised at all times in lessons and at break times. It is the responsibility of each teacher to ensure that all pupils are in their lesson through a quick head count or scan of the classroom, ensuring that this correlates with the laminated class record.

- If a child is to leave school during the day for a medical appointment or other authorised reason, they must be collected by an adult from the school office. The registration teacher and lesson teacher must be made aware of this so the laminated class list can be amended accordingly. They must be signed out by the office and signed back in again on their return. Pupils are never authorised to leave the site on their own during the school day.
- All visitors to the school must report to the school office and be signed in and given a visitors badge. If any member of staff becomes aware of someone unfamiliar walking around the site without a badge, this must be reported to the office who will follow this up with a member of the SLT.
- All staff will ensure that external doors are locked **at all times**. When KS2 pupils based in the KS1 building move to the KS2 building a teacher needs to meet them at the door to let them in and ensure the door is locked after they have entered the building. The Office Manager holds a key register and is able to provide staff with all the keys they need to be able to lock all the doors they use.
- All activities which involve pupils leaving the school grounds will be thoroughly risk assessed, parental permission will be gained and an EVOLVE and 'off site' forms will be seen and signed by the Headteacher.
- If it is deemed that a particular pupil is at risk of trying to leave the premises during the school day without permission, the SLT, SENCO and class teacher may design a risk assessment in liaison with parents. This will outline procedures to follow with that pupil if an incident occurs during the day. All staff who teach that pupil and office staff must be aware of the content of the risk assessment in order to be able to act appropriately.

### **End of day procedure**

- All Nursery, Reception and KS1 pupils will only be released at the end of the school day to a parent/carer or other adult of which the school has been informed. KS2 pupils will only be allowed to leave the building following the end of day bell and will be expected to walk calmly out of the nearest exit door. This will be monitored by teachers in corridors outside their classroom.
- Any Nursery, Reception or KS1 pupil who is not collected will be taken to the school office. **KS2 pupils will be frequently reminded to go straight to the school office if the person meeting them is not where they were expected to be.** The school office will then follow the policy for uncollected pupils.
- If a parent comes to the office unable to find their child at the end of the day a member of the SLT will be informed. The teacher who taught the child last lesson will be asked to determine which door the child was dismissed from and if the child walked home with another parent. (This parent will be contacted to check if they have the child.) All available members of staff will search the premises to establish whether the missing child is in the toilets, in another area of the site etc. All other contacts will be telephoned to establish if the child has been collected by another adult

or has walked to their house. If the child has not been located within 10 minutes, a member of the SLT or a member of office staff will liaise with parents and will contact the police to explain the situation. Any background information which is deemed relevant, e.g. previous incidents of leaving the premises without permission, will be given to the police at this stage.

- All staff who run after school clubs will take a register before commencing their activities. If a child is missing from the club and no message has previously been given explaining the absence, the office must be informed and parents or other contacts for the child will be rung to ensure the child is safe. If parents expect them to be attending the club the missing child procedures will be adopted in liaison with parents. At the end of the club, the club leader will take pupils to an agreed place to meet parents. Pupils in Years 5 and 6 will only be allowed to walk home alone if written parental permission has been given. For pupils younger than this, a conversation must take place between a member of the SLT and parents to discuss the safety of the child.

### **What will we do if a child is identified as missing?**

Following the safeguards above, it is extremely unlikely that there will be a case of a child going missing. However, in the event of such an incident the following procedures must be put into place.

1. The member of staff who notices that there is a child in their class missing must quickly call a register to ascertain the name of the child. They must then ring the office and explain the situation. If it is not possible to reach a phone without leaving a class unsupervised they must send for the help of another available member of staff from a nearby classroom or staffroom who will make the phone call for them.
2. The office will inform the Headteacher or Deputy Headteacher of the situation immediately, before checking the records to ascertain if a child has left school for any reason during the day.
3. All available members of staff will search the premises to establish whether the missing child is in the toilets, in another area of the site etc. The office may check CCTV footage if it is felt that the child may have left the premises. These searches must take no longer than 10 minutes.
4. If the child has not been located within 10 minutes, a member of the SLT or a member of office staff will contact parents and if necessary the police to explain the situation. Any background information which is deemed relevant, e.g. previous incidents of leaving the premises without permission, will be given to the police at this stage.
5. A written record of the events leading up to the incident and the action taken once the child was identified as missing will be made as soon as practically possible. The incident will be reviewed by the SLT to evaluate the effectiveness of the policy and procedures put into place if a pupil is missing. A copy of any written record must be given to the Headteacher and a copy kept in the child's pastoral folder.

6. If it is established that the child left the premises without permission, school will consider putting a risk assessment in place so all staff are aware of potential issues and can act accordingly.

### **What will we do if a child insists on leaving the premises by themselves during the school day?**

If a child insists on leaving the premises during the school day with the knowledge of school staff and cannot be persuaded to stay on the premises, the Headteacher and parents will be informed immediately. If it is felt that the child would not be safe if they left the premises, reasonable force may need to be used to ensure their safety, in line with the restrictive physical intervention policy. If it is felt appropriate, a member of staff with a mobile phone may be released to follow the child and observe where they go. This needs to be reported to the school office. However, if it is felt that the child is unsafe or a member of staff leaving the premises to follow a child would leave other pupils unsupervised, the police will be called. A written record of the events leading up to the incident and the action taken once the child was identified as missing will be made as soon as practically possible. The incident will be reviewed by the SLT to evaluate the effectiveness of the policy and procedures put into place if a pupil is missing. A copy of any written record must be given to the Headteacher and a copy kept in the child's pastoral folder.

If a child is identified as missing during a school visit, the visit organiser must be informed straight away. All available members of staff will be used to search the immediate area and school and parents must be informed if the child is not found within 10 minutes. The police will be informed if it is deemed necessary by the teacher in charge of the visit. If the child on the visit is then found, school must be updated to ensure parents and the police if involved, are aware that the child is safe. A written record of the events leading up to the incident and the action taken once the child was identified as missing will be made as soon as practically possible. The incident will be reviewed by the SLT to evaluate the effectiveness of the policy and procedures put into place if a pupil is missing. A copy of any written record must be given to the Headteacher and a copy kept in the child's pastoral folder.