



## Missing Child Policy

At St Paul's RC Primary School the safety and security of the children in our care are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

### Procedures

In two year old and Foundation provision pupils are handed over to the teacher by their parent/carer.

In KS1 pupils are supervised by their parents until the class teacher comes onto the playground and takes responsibility for them.

In KS2 pupils are expected to come onto the playground independently where the class teacher will collect them and take them to their classroom.

Each pupil who arrives at school is registered first thing in the morning.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times.

If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time.

During break times and lunch hour, the staff and midday supervisors on duty have responsibility for pupils and for being aware of their locations at all times.

The register is taken again in the afternoon.

When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits policy.

Full risk assessments are carried out.

A list of all the children's names is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity.

Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed:

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds checking places where the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- If the child is not found after approximately 20 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone e.g. to ascertain whether the child is at home.
- If the child is not located within 45 minutes of going missing the Headteacher or Deputy will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site. When the situation has been resolved, the Headteacher and SMT will review the reasons for this event happening and revise measures if necessary.

## Reducing the Risk of Lost Children when on Educational Visits.

- To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed that in the unlikely event of being separated from the group, they must **STAND STILL** so that the group can re-trace their steps to locate the child.
- Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable in a group.
- Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, or police, or a parent with children, or an adult they should feel they can talk to the person and let them know what has happened.
- Under no circumstance must they go with the person, they should remain where they are but ask that the message is taken so that it can be conveyed by loudspeaker or the Group Leader telephoned.