

MISSING CHILD POLICY

Version 3



St. Catherine's
RC Primary School

Name and Designation of Policy Author(s)	Nina Chwastek, Headteacher, Jenny McCormick, Assistant Headteacher		Is this a Statutory Document
			No
Approved By (Committee / Group)	Premises, Health and Safety Committee		
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Target Audience	Pupils, Staff, Parents, Carers and Governors		
Links to Other Strategies, Policies, Procedures, etc.	Health and Safety Policy, Staff Handbook, Safeguarding Policy, Business Continuity and Critical Incident Policy		

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
September 2016	1	Nina Chwastek, Headteacher	New policy, no previous version
January 2020	2	Nina Chwastek, Headteacher, Jenny McCormick, Assistant Headteacher	Clarification of arrangements for Year 6 pupils with parental permission to walk home unaccompanied.
November 2022	3	Jessica Quiligotti, Headteacher	Updates in line with new school build; dissolution of playgroup; use of CPoms for safeguarding reporting.

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena. This inspires each of us *'To be who God wants us to be and so set the world on fire.'*

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

Overview

Every effort is made to ensure the safety of all children whilst in the care of St. Catherine's R.C. Primary School. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Responsibilities

- It is the headteacher's responsibility to ensure that all staff are aware of their responsibilities as set out in this policy and to ensure this is reviewed on a timely basis
- It is the responsibility of all staff to read the policy and to act at all times according to its guidance.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of the child at the beginning and end of sessions.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge and support the school when reviewing this policy.

Procedures aimed at reducing risk of a missing pupil

Access to the school at the beginning and end of the school day is via the main gate onto the playground. As this provides the main route into school it is covered by CCTV. This gate is locked automatically when closed.

During the school day, school access is via the school office. The school office main door and internal door are automatically locked and can be opened by office staff.

Start of the Day

- Parents are made fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming pupils into school. School staff meet and greet pupils at school gate and then children walk to their classrooms, where they are greeted by their class teacher and other staff. External doors into school are opened at 8.30am and are closed at 8.45am. After this time, parents and pupils must report to the school office.
- Pupils use class specific entrances before 8:45am, with the exception of the Nursery door entrance which is open until 8.50am.
- At 8.50am, the gate is closed and from that point in the day entry to the school site is via the school office.
- Staff mark electronic registers promptly and accurately – mornings and afternoons.
- Children in Wrap Around Care go to their classrooms from 8.30am (Nursery from 8.45am). Children in EYFS and KS1 are escorted to their classrooms by a Wrap Around Care staff member.

Outside Time / Lunch / Playtime

- When children are outside, they are protected by fencing and a gate, but most importantly, they are supervised by an adult at all times. The gate, as the most vulnerable part of the site, is monitored closely.
- If pupils leave the classroom to work in other parts of the school, adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Pupils move round the school in pairs and never in isolation.
- Updated contact information for parents and carers is sought and maintained.

End of the Day

- The gate is opened at 2.45pm to allow parents and carers onto school premises to collect the children
- Up to date lists are available detailing how the pupils are to go home and with whom. In Year 6, this includes whether children have permission to walk home independently or not. All changes must be made in writing by the parent or carer.
- Children can only be collected by older siblings if they are over the age of 16
- Staff members take pupils to specific exit areas and ensure that all pupils are collected by the appropriate adult. After 10 minutes, pupils are taken to the school office to wait and parents are contacted.
- Pupils have to have sight of parent before they leave their teacher.
- If there is any doubt the person collecting the children is authorised to do this, this must be challenged and parents must be contacted through school to give permission.
- In Early Years:
 - Staff must hand the child over to the parent or carer directly.
 - A password system is in operation to ensure children are only handed over to a person designated by the parent or carer
- In Key Stage 1:
 - Staff must hand the child over to the parent or carer directly from their classroom door (Year 1) or from their class line in the playground (Year 2).
- In Key Stage 2:
 - Children in Year 3, Year 4, Year 5 and Year 6 are escorted onto the playground by their teacher.
 - If their parent or carer is not on the playground, they wait with the teacher.
 - Children are made aware that if their parent cannot be seen, they must stay with the teacher. They must not leave the premises without an adult.
 - In Year 6 children can walk home unaccompanied, but only with the written permission of the parent or carer.
- Handover to After School Provision:

- There are close links with St. Catherine's Wrap Around Care.
- Parents must inform school if their child is going to this provision after school so that it is clear what the arrangements are for the end of the day.
- Wrap Around Care provide each class with a list of pupils each day who are attending. Children in EYFS and KS1 are escorted from classrooms to Wrap Around Care by a Wrap Around Care staff member. Children in KS2 walk to the door for Wrap Around Care which is on the school playground.

Visits

- Thorough risk assessments.
- Adequate adult/pupil ratios:
 - **Manchester guidelines:**
 - **School Years 1 to 3:** 1 teacher or adult for every 6 pupils (under-fives may need higher ratios i.e. a ratio of 1 to 2 is recommended for farm visits)
 - **School Years 4 to 6:** 1 teacher or adult for every 10 -15 pupils on day visits;
 - 1:10 -12 on residential visits.
 - **St. Catherine's recommended ratios:**
 - Nursery and Reception: 1:4
 - Year 1, 2 and 3: 1:6
 - Year 4, 5 and 6: 1:10
 - These apply on residential as well as day visits
 - Where there are additional risks identified, the staff/pupil ratio may need to be higher, as agreed with the Headteacher.
- Adequate communication contacts at school (including a mobile number in addition to the school landline) together with a list of pupils/groups must be taken on visits out of school.
- School mobile phones must be taken on every visit and mobile contact numbers left at school.

Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing whilst at school:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the Leadership Team.
- If appropriate, staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.
- Staff will count and name-check all the pupils present against the register while the group are assembled in one place.
- **AT THE SAME TIME**, all other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. Office staff will check the CCTV. If something is discovered, this needs to be drawn to the attention of the staff immediately. If the child has not been found by the time the

register check is completed, the Leadership Team member will notify the Headteacher. Staff will begin a search of the area immediately, starting with the immediate vicinity, extending to the whole school site.

- If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified by a member of the Leadership Team. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. A recent photograph of the child will be printed from SIMS to be given to the police.
- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.

In the event of a member of staff fearing that a child has gone missing while off school premises:

- The Visit Leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- The Visit Leader should contact school to alert them to the situation.
- If the child is not found within 5 minutes, Visit Leader must contact the police by phoning 999 to report the child missing.
- The Visit Leader should alert school that the police have been contacted and school will notify parents, after which the procedures above are to be followed.

Record Keeping and Review

In the event of this policy being used, it is important that records are made of the incident (or any near misses) and the action taken. This should be completed as a log on CPoms, and identified as a safeguarding concern. The Designated Safeguarding Lead will review the incident and actions taken and report these to the Safeguarding Governor.