

Earls Hall Primary School



Missing Child Policy

Adopted October 2021

Reviewed October 2025

Review Autumn 2027

Signed

Earls Hall Primary
School
Missing Child Policy

Purpose

At Earls Hall Primary School we take the responsibility of taking care of all our pupils entrusted to us by their parents extremely seriously. The purpose of this policy is to ensure that in the event of a pupil going missing to as quickly as possible, locate them and return them to safe custody, inform the relevant parties of the situation and invoke a review of the incident.

Background

Annually a risk assessment is completed of the safety and security of children on the school premises. Central to the measures in place is the provision in the school building and whilst using the site as part of extended schools activities or when taking part in a 'Forest Friend' activity.

Our school site is maintained to a high level. Our front and side gates are shut after register closes and remain locked until the end of the school day. Parental access during school hours is through the call point access system situated on the gate situated on Carlton Avenue. Our back gates on the field are locked by our site management team at the close of the register.

Our Foundation Stage and Year One staff are adapt to working outside to supervise children and the area is annually risk assessed.

All children take part in risk assessment activities when working outside on site. Our staff ensure that safety procedures are followed and made clear to children when working off site. As a school we have invested in high visibility jackets for children to wear when on school trips.

Measures

- Supervision of exits at the beginning and end of each session. Children are greeted at either the classroom door each morning, or by their designated entrance in the case of children in classrooms upstairs, by either their teacher or teaching assistant. In a similar fashion children are only handed to their parent or named other adult at the end of the day when they become visible to the member of staff. Children in Year six may walk to and from school unsupervised only when written consent has been provided by their parents.
- Register/headcount check at beginning of sessions
- Keyworker group headcount check at group time, for example during outdoor 'Forest Friend' sessions.
- When a parent or carer arrives to collect a child

In the unlikely event of a child found to be missing the following procedure is to be followed.

Procedure

1. The member of staff in charge delegates a member of staff to search indoor and outdoor areas within the schools immediate location in case a child is hiding. In the event the child is found the parent should be advised of the incident and a review conducted. The year group leader should also be informed.
2. In the event of (1) above not resulting in the safe location of the child, the Headteacher, or in his absence the Deputy/Assistant Headteacher, should be informed immediately if on the premises, if off premises, at the first opportunity.
3. The Headteacher would request assistance and ensure staff child ratios are maintained.
4. The Headteacher, whilst maintaining ratios in the school, will delegate at least one member of staff to search the school grounds starting with the exit routes. Office staff will also be required to search recent CCTV of exits immediately. In the case of the pupil being a Year Six child with a mobile phone, if the event takes place whilst the phone is in their possession, they should try to be contacted in order to ascertain their whereabouts. In the event the child is found the parent should be advised of the incident and a review conducted.
5. If the child has still not been located, the parents, if not already on site, will be contacted, normally by the admin officer.
6. The Headteacher will delegate a member of staff to follow, normally on foot, the child's route home, taking a mobile phone with them.
7. If the child is not located after the completion of (6), the Headteacher will inform the police (999).
8. Once the police arrive, formal responsibility for the search will pass to the police, but the Headteacher will ensure that the school staff make themselves appropriately available to assist further with the incident.
9. In any event, and before leaving the site the Headteacher will ensure appropriate reassurance and comfort is provided to children, parents and staff, and where necessary shall seek assistance in this from the Deputy Headteacher.
10. Alert Local Authority Child Protection team and Health and safety.
11. As soon as practicable after the incident, the teacher in charge or the Headteacher/Co-ordinator will write a report which will be used by the School Leadership Team as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.