



THE
NEW GUILD
TRUST

Missing Child Policy and Procedure

POLICY

This policy has been adopted on behalf of all academy schools in The New Guild Trust:

**Moorpark Junior School
Jackfield Infant School
Alexandra Junior School
Alexandra Infants' School**

Approval and Review

Committee to Approve Policy	Trust Board
Date of Trustee Board / Academy Committee Approval	February 2022
Chair of Trustee Board / Academy Committee	Mrs L Eagle
Signature	<i>L. Eagle</i>
Accounting Officer	Mrs K Peters
Signature	<i>K. Peters</i>
Policy Review Period	12 months
Date of Policy Review	February 2023

Version Control			
Version	Date Approved	Changes	Reason for Alterations
Initial	Feb 2020		
	Feb 2021	No changes.	
	Feb 2022	No changes.	

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Statement of Intent

The safety of our pupils is our priority whilst they are in the care of our schools. This policy sets out The New Guild Trust's procedures for dealing with the unlikely event of a child going missing.

1. Responsibilities

It is the Headteacher's/Head of School's responsibility to ensure that all relevant staff are aware of this policy; all relevant staff are aware of their responsibilities; what is expected and the procedures to follow; and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and 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 the handover of their child at the beginning and end of sessions.

It is the responsibility of Local Community Governors to ensure they are aware of The New Guild Trust's procedures and to challenge/support schools in its review of this policy.

2. Procedures Aimed at Reducing the Risk of a Missing Child

2.1 Start of the Day

- Ensure parents are fully aware of the points at which responsibility for the care of their child(ren) passes from staff to them and vice versa.
- Clear procedures for welcoming pupils into the Breakfast Club/After School Care Club and school. Staff meeting and greeting on the doors.
- Doors and gates closed by designated staff.

2.2 During Lesson Time

- Staff mark registers promptly and accurately - morning and afternoon sessions.
- Blinds in the classroom are fully drawn up to ensure clear sight of pupils at all times when they are working outside.
- If pupils leave the classroom security to work in other parts of the school, ensure that adequate supervision is maintained at all times and all pupils are accounted for on their return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

2.3 Play Time

- Pupils escorted to the external doors by staff.
- Staff are on the playground before pupils come onto the playground.
- External gates are closed.
- Exit/Entry doors are closed behind the last member of staff as they come off the playground.

2.4 Dinner Time

- As above.
- A member of the Senior Leadership Team is available at dinner time.

2.5 Home Time

- Pupils leave by exits escorted by school staff.
- Pupils in Foundation Stage are collected by their parent from their identified door. A member of staff on the exit door. At Key Stage 2, staff are aware of who has written permission to walk home without a parent.

- Pupils have sight of their parent before they leave.
- Pupils inform staff that they can see their parent so staff are aware they are leaving.
- All changes are made by the parent, if anyone other than the 'normal' person is collecting their child. Telephone/oral messages are recorded.
- Staff take pupils to the door/playground and ensure that all pupils are collected by the appropriate adult.
- After 10 minutes pupils who are left go to the Main Entrance/classroom to wait with a member of staff from their Year Group. Parents/emergency contacts are contacted after this time.

2.6 Visits

Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises:

- Nursery preferred - 1:3
- Reception - 1:6
- Key Stage 1 - 1:10
- Key Stage 2 - 1:15

See Educational Visits Policy.

2.7 After School Clubs

Register of pupils in attendance. Contact numbers available. Usual procedures for collection by 'normal' parent/carer. Parents are informed which exit children are to be collected from.

3. Procedures in the Event of a Child Going Missing

3.1 In the Event of a Member of Staff Fearing that a Child has Gone Missing While at School

- The member of staff who has noticed the missing child will calmly inform the nearest member of the Senior Leadership Team.
- Staff will promptly but calmly round up all pupils to a safe area in the classroom and a designated member of staff will work with them.
- 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 immediately notify the Senior Leadership Team member if the child is found.
- Thorough checks of all exits will be made to make sure all gates/doors were closed/secure and there are no other ways a child could have left the school. 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 Senior Leadership Team member will notify the Headteacher/Head of School or next most senior member of staff.
- Staff will begin a search of the area immediately.
- Staff will immediately be asked to check all external gates to the school.
- If the child lives within walking distance of the school, one adult should make the journey on foot in order to catch up with the child if they have attempted to walk home.
- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.
- If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the Police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- 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 the Police or other agencies.

3.2 In the Event of a Member of Staff Fearing that a Child has Gone Missing While Off School Premises

- The Visit Leader must ensure the safety of the remaining pupils. At least two members of staff must stay with them.
- One or more adults should immediately start searching for the child.
- In an indoor venue the Visit Leader should contact the venue's security who will follow this policy for handling the search.
- The Visit Leader should contact school to alert them.
- If the child is not found within 5 minutes the Visit Leader must contact the Police by phoning 999.
- The Visit Leader should alert school that the Police have been contacted and school will make arrangements to notify parents; after which the above procedures are to be followed.

4. When the Child is Found

- 4.1 Two members of staff will care for and talk with the child bearing in mind that he/she may be unaware of having done any wrong or, alternatively, may also have been afraid and/or distressed and may now be in need of comfort.
- 4.2 Other adults may choose to speak to other children to ensure that they understand that they must not leave the premises and why.

5. After the Incident (In Accordance with the Near Miss Policy)

- 5.1 A de-briefing will be held with all staff involved.
- 5.2 A member of the Senior Leadership Team will sensitively discuss the incident with parents and give them the opportunity to ask any questions they might have.
- 5.3 An investigation may be considered necessary. This will be led by the Headteacher/Head of School and may involve a written incident report detailing:
- Date and time of the incident.
 - Staff/children involved.
 - Circumstances around the disappearance.
 - A conclusion drawn as to how the incident happened.
 - Risk Assessment made and action taken.
 - If necessary, a Police investigation may take place and all staff will co-operate fully.