



Copnor Primary School

Lost / Missing Child Policy

NB: This policy may be superseded by the Schools COVID-19 operational guidance response from Copnor Primary School, including the need to implement the Outbreak Management Plan.

Purpose of the policy

The safety and security of the children in our care at Copnor Primary School are paramount. Measures have been put in place to ensure that the children are accounted for at all times during the school day and in before and after school, school clubs. Children are supervised at all times, whether in the classroom, during morning break and lunchtimes, in PE/games lessons or clubs.

The purpose of this policy and procedures is to set out the steps to be taken when a child is identified as being missing from where they are supposed to be, so that:

- They are returned to safety.
- The relevant parties to the situation are informed.
- The situation is reviewed to improve procedures.

Absence

Parents / carers of children who are going to be absent from school should inform the office before 9.00am. Registers are taken electronically in each classroom. Our Attendance Officer then checks that all late arrivals are accounted for. For any children who are not in school and not reported as absent, the Attendance Officer will contact the parents/carers of these children as soon as possible to confirm their whereabouts.

Procedures at the beginning of the day

All pupils should enter the school between 8:35am and 8:45am. Each class in Year R will have a teacher or TA at the class door in order to meet and greet the child and parents/carers. For all other year groups, one member of the year group will be at the year group's entrance. Registration is taken at 8:45am and the doors are closed. Children arriving between 8:45am and 8:55 am will need to be taken to a member of the staff on duty on the playground who will ensure that they are able to enter the school. After 8:55am, the child is deemed to be late and should be taken to the school office to be signed in by their parent/carer.

Procedures during lessons

Teachers and support staff maintain the appropriate level of supervision throughout each lesson and remain aware of the whereabouts of the pupils in their care at all times.

Procedures for children being collected during the school day

When a child is collected from school during the day, whether due to illness or a pre-arranged appointment, they must always be collected from the school office so that there is a handover from a member of staff to the adult collecting the child. Parents/ carers will need to contact the office in advance if collecting during the school day for a pre-arranged appointment. Due to safeguarding checks, there may be delays in collecting children.

We do not, routinely, allow under 18s to collect their siblings during the school day. Were there a need for a sibling to collect a child (in an emergency situation), then the school would require verbal permission from a parent/carer with parental responsibility to allow the child to be released.

Procedures at the end of the school day

The parents/carers are able to collect their children at 3:15pm until 3:25pm and are able to enter the playground from 3:10pm. Any child who is not collected at 3:25pm will be taken to the after-school club and the parents/carers will be contacted. The school accepts that this is something that may happen occasionally due to unforeseen circumstances. However, where this becomes a regular occurrence, the parents/carers will be contacted to discuss the appropriateness of using the after-school club instead.

Where a child walks home on their own, we will require written permission for this to take place. We would not normally envisage that a child in Years 4 or below would walk home on their own. Children who have older siblings in Years 5 and 6 would not be allowed to walk home with their sibling unless the individual circumstances have been discussed with the parent/carer and the school staff are happy that the children's safeguarding is maintained.

Procedures in the event of a child missing

At no point must the member of staff chase after a child who has left the premises as this may endanger them even further than the danger of being outside of school without adequate supervision.

1. The class teacher/responsible staff member will ensure that the office is told so that they can check and confirm whether the child has another commitment at that time (e.g. nurture, ELSA or external appointment). If this is not the case, available members of staff will immediately search indoor and outdoor areas within the school, going first to places at which the child was last seen and then tracing the routes that they may have taken. The safety and wellbeing of other children will continue to be a priority and appropriate ratios will be maintained.
2. In the event of (1) above not resulting in the safe location of the child within 10 minutes, the Head Teacher, or an Assistant Head Teacher should be informed. They will then organise additional assistance to intensify the search, starting with exit routes from the school. The Head Teacher or Assistant Head Teacher will delegate a member of staff to follow, normally on foot, the child's route home, taking a mobile phone with them and will also inform the parent/carer by telephone. If the child is then found, the incident will be recorded on CPOMS (our child protection software) and the parents/carers informed. If the child has still not been located after a further 10 minutes, the police are to be alerted. The police should be given all relevant information to enable them to take over the search effectively.
3. Once the police arrive, formal responsibility for the search will pass to the police, with the Head Teacher or Assistant Head Teacher ensuring that school staff make themselves available to assist further with the incident. If the child is then found, then CPOMS will be completed for this incident.
4. As soon as practicable after the incident, the responsible staff member will liaise with the Welfare Officer to log the incident. The Welfare Officer, DSL and Leadership Team will then review the incident to look for improvements to this procedure and avoid any further occurrences of the incident. This review will look at current risk assessments that are in place.
5. If a child insists on leaving the premises with the knowledge of the staff and refuses to return, thus being in breach of the behaviour policy, the Head Teacher or an Assistant Head Teacher and parent/carer will be contacted immediately. A member of staff should follow and observe where the child is going but must keep a safe distance that does not risk the health and safety of themselves or the child. The adult may wish to warn the child that their parents/carers and the police will be contacted if they do not return to the school premises.

If it is felt that the child is unsafe and is continuing to refuse to return to school, the police should be called by the office staff with the key adult maintaining visual contact at a safe distance. When the child is returned safely to school (with staff or with the police), the incident will be recorded on CPOMS. In the event that the child may be a danger to themselves or others, the physical restraint procedures in the Behaviour Policy will be followed in order to keep the child safe.

Procedures for the start and end of the day and the monitoring of a child at risk of absconding

Where a child is at risk of running away from school they will be closely monitored and the class teacher/TA will be aware of the time that they left to go to the toilet or attend the office etc. Where possible, these instances will be kept to a minimum. At lunch and break, there will always be sufficient staff on duty (with emergency cover provided by the Senior Leadership Team, the office team and Teaching and

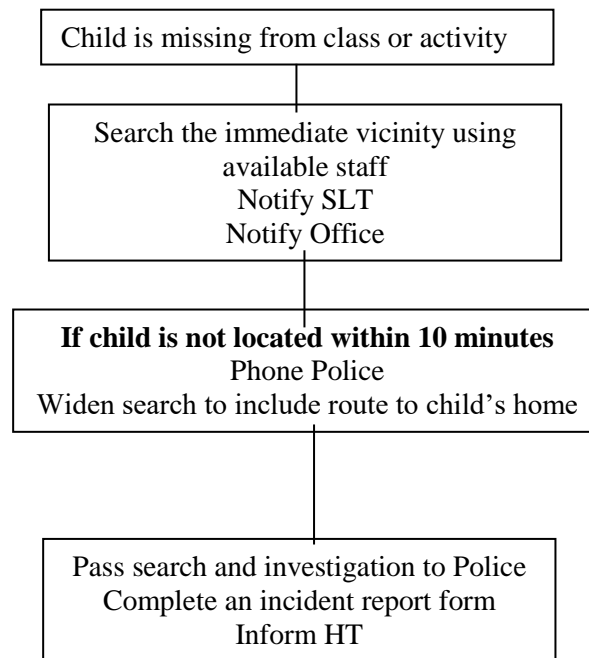
Learning Leads at lunch, while at break there are additional adults available as required) to minimise the risk of a child absconding during breaks and lunchtimes. All exits out of the grounds are secured with key fob operated locks. When the gates are open-for example at the start and end of the day to allow parents/carers to enter the premises- at least one member of staff will be on duty. Only where it is necessary, will restraint be used in order to prevent a child from leaving the premises where the risks caused by absconding are significant (see the Behaviour Policy). If a child does leave the premises they must not be chased as this may encourage them to put themselves in even more danger by running into a road etc (see above procedures)

Lost on an outing or school trip

If a child is lost on an outing/school trip the member of staff noticing the child missing should immediately alert other members of the party and carry out a class/group numbers check.

When offsite, the group leader will arrange for an appropriate member of staff to retrace the group's steps to the last location when a roll call took place or when the child was accounted for. Another member of staff should alert the management of the organisation being visited. The school should follow the procedures for a missing child as outlined in the policy and procedure of the site visited. A member of staff will contact the school to let them know the situation. The group leader should remain with the group and maintain regular contact with the school. If the child is then found, then CPOMS will be completed and the parents/carers informed. If the incident takes place at an indoor venue, the overall supervisor of the event should be informed and they will handle the search and contact the police if necessary.

MISSING CHILD FLOWCHART



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