



## Lost / Missing Child Policy

### Aims

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 clubs. Children are supervised at all times, whether in the classroom, during morning break and lunchtimes, in PE/games lessons or in Before- or After-School 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.

### Procedures at the beginning and end of the school day

In the morning, all pupils must be handed over from their parents/carers to the Breakfast Club Supervisor at the reception gate. The register is taken as they arrive. For After-School club, children are supervised to the hall.

Parents/carers of children who are going to be absent from school should inform the Club Supervisor on the club telephone.

In the afternoon, if a child is still unaccounted for by 15:30 or by 16:30 (if attending another school club first) then the supervisor will check with the teachers and the office staff and then phone home to check on their whereabouts.

If the child is still unaccounted for, then the supervisor will phone the child's contact numbers. We will also attempt to contact via email and text messages to parents and to 2<sup>nd</sup> and 3<sup>rd</sup> contacts. If no contact can be made with anyone, then the police need to be called. In such an extreme case emails, text messages and voice mails would all be left to inform parents as to what was happening.

### Procedures during activities

Club Supervisor and assistants maintain the appropriate level of supervision especially where children are playing outside and remain aware of the whereabouts of the pupils in their care at all times.

### Procedures at the end of Breakfast Club

One of the Breakfast Club staff will ensure that the **children are settled before taking KS2 children to the appropriate doors and ensuring that they are in their bubble**. They will then return to collect the KS1/EYFS children and take them to their relevant classrooms.

### Procedures at the end of After-School Club

The supervisor will phone the child's contact numbers if nobody turns up to collect the child. They will also attempt to contact via email and text messages to parents and to 2<sup>nd</sup> and 3<sup>rd</sup> contacts. If no contact can be made with anyone then if the time reaches 18:15 the police need to be called to inform Social Services and arrange for care. In such an extreme case emails, text messages and voice mails would all be left to inform parents as to what was happening.

### Procedures in the event of a missing child

In this event, the following procedure should be followed:

1. The 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 Headteacher, Deputy Headteacher or Leadership Team member should be informed. They will then organise additional assistance to intensify the search, starting with exit routes from the school. The Headteacher, Deputy Headteacher or Leadership Team member will delegate a member of staff to follow, normally on foot, the child's route home, taking a mobile phone with them and will inform the parent by telephone. If the child is then found, the Missing Child incident report form will be completed and the parents/carers informed. If the child has still not been located after a further 10 minutes, the policy 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 Headteacher, Deputy Headteacher or Leadership Team member ensuring that school staff make themselves available to assist further with the incident. If the child is then found, the Missing Child incident report form will be completed.
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 Headteacher, Deputy Headteacher or Leadership Team member 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 doesn't risk the health and safety of themselves or the child. The adult may wish to warn the child that their parents 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 a visual at a safe distance. When the child is returned safely to school (with staff or with the police), the Missing Child incident report form will be completed. In the event that the child may be a danger to themselves or others, the physical restraint policy will be followed in order to keep the child safe.

### MISSING CHILD FLOWCHART

