



Copnor Primary School

Lost / Missing Child Policy

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. As soon as registers are taken, class helpers return them to the school office. 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 are handed over from their parents/carers to class teachers at the external classroom doors between 8.35 – 8.45am for KS2 and 8.45-8.55am for KS1. Registration is taken and the classroom doors are closed. Children arriving after these times are 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.

Procedures at the end of the school day

All pupils are collected at 3.00pm in KS1 and 3.15m in KS2, from the external classroom door at the end of the school day. The person collecting each pupil must be named on the school emergency contact forms. If other arrangements need to be made for a different person to collect a pupil, the school must be informed. This/these person/s can complete a form or contact the school office giving permission for another named adult to collect their child from school on an exceptional occasion. In the event that a pupil is collected by a different adult and this has not been communicated to the school, the parent or an adult on the contact list will be contacted to verify before the child is released.

Procedures in the event of a child missing

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, Assistant Head Teacher 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 Head Teacher, Assistant Head Teacher 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 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, Assistant Head Teacher 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 Head Teacher, Assistant Head Teacher 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 visual contact 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.

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, the Missing Child incident report form 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

Child is missing from class or activity

Search the immediate vicinity using
available staff
Notify SLT
Notify Office

If child is not located within 10 minutes
Phone Police
Widen search to include route to child's home

Pass search and investigation to Police
Complete an incident report form
Inform HT

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