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# **St Clement's CofE Primary School**

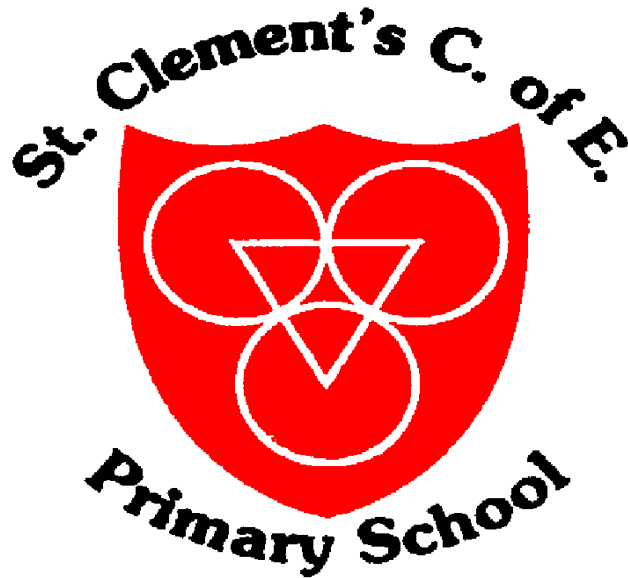
## **Missing Child Policy**

**03 May 2021**

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**Approved : Zoe Law**

# St Clement's C of E Primary School



## Missing Child Policy

Reviewed by Head Teacher: May 2021

Due for review: May 2023

# **Growing Together To Let Our Light Shine**

## **Mission Statement:**

**We encourage and inspire children to aim high and challenge themselves in everything they do.**

***As a compassionate, Christian school, we are strong in our faith. We believe in love and forgiveness and are thankful for the opportunities we have to live and learn in our community.***

**(REVIEWED JULY 2019)**

## **Our Christian Values Reflected In This**

**Policy**

**Faith**

**Hope**

**Love**

**Respect**

**Thankfulness**

**Compassion**

**Forgiveness**

**(September 2017)**

## **DDA STATEMENT**

***At St. Clement's we will aim to:***

- **Promote equality of opportunity between disabled people and others.**
- **Eliminate discrimination that is unlawful under the Act.**
- **Eliminate harassment of disabled pupils that is related to their disabilities.**
- **Promote positive attitudes towards disabled people.**
- **Encourage participation by disabled people in public life.**
- **Take account of a disabled person's disabilities, even when that involves treating a disabled person more favourably than another person.**

## **Policy Statement**

The safety and security of the children in our care at St. Clement's C. of E. Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

## **Procedures**

### **Supervision of Pupils on the School Site:**

Each pupil who arrives at school is registered between 8.55-9.05am following the pupil being handed over to the class teacher or teaching assistant by their parent / carer. Some older pupils will come in on their own. Pupils will then make their own way into their classroom where another member of staff will be present.

The register is taken again at 1.10pm.

Staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.

This involves the caretaker locking all gates at 9.00am and re-opening them at 3.05pm.

Staff must check that external doors are locked after arrival into school and at the end of play and lunch times. In the warmer weather when the doors are open, staff must be vigilant to the potential risk of pupils going into the playground unaccompanied.

### **Supervision of Pupils during access to Outdoor Provision:**

During the day, pupils may access the school grounds as part of the curriculum.

Staff must carry out a risk assessment before the pupils come out to check that all exits are secure and they are aware of the scale of the area in which the pupils will be.

Whilst outdoors, staff must remain vigilant to the location of pupils.

They must know how many pupils are going out and do a head count and roll call on return indoors.

### **Supervision of Pupils on Off Site Educational Visits:**

When on educational visits off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits Policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children are split into small groups according to the appropriate staff / pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff or responsible adult.

The number of children is checked regularly by frequent roll calls and head counts.

However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed:

### **Procedures to follow in the event of a child going missing:**

- Staff will maintain the safety and well-being of the other children.
- A roll call will be taken.
- A member of the Senior Leadership Team or Group Leader (if out of school) and at least one other member of staff will search the immediate vicinity or school grounds- going to places where the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 5 minutes, the Head Teacher or Assistant Head will endeavour to contact the parents of the missing child by telephone. The LA (HR) will also be informed.
- If after approximately 10 minutes the parents have not been contacted, the Head Teacher or Assistant Head will contact the police.

- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to school or if it is a residential trip, to the accommodation, with the rest of the children if off-site.
- When the situation has been resolved, the Head Teacher and SLT will review the reasons for this event happening and revise measures.

**Children who run away from school:**

- If a child runs away from school and is in the eye line of adults, the adult should call after the child or try and talk to the child to try and get them to come back. Under no circumstances should a member of staff physically restrain or grab the child, unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g running onto the road.
- A member of staff should never put themselves at risk in the process and should not attempt to intervene without assistance unless it is an obvious emergency.
- The member of staff should inform the head teacher or assistant head who will then ring the police and parents.

Signed by Chair of governors \_\_\_\_\_

Date: \_\_\_\_\_