



Yewstock School Missing Child Policy

Date agreed by the Governing Body: 8th February 2012
Date distributed to staff:
Date to be reviewed: (Every 2 years) 8th February 2014

Aims of the Policy

At Yewstock School the safety of our pupils is paramount, and we will take all steps to ensure they are safe from harm whilst in our care. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

Headteacher

It is the Head teacher's responsibility to ensure that all stakeholders are aware of this policy and to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow.

Staff

It is the responsibility of all staff to read the policy and act at all times according to its guidance.

School Transport Assistants / Taxi Drivers

It is the Class teacher's responsibility to ensure that all Transport Assistants / Taxi Drivers are aware of this policy and to ensure relevant class staff are aware of their responsibilities, what is expected and the procedures to follow for transition to and from LA transport.

Parents

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions, when their child is picked up and dropped off by LA transport, and after Extended School activities.

Governors

It is the responsibility of governors to ensure they are aware of the school's procedures and to monitor the effectiveness of this policy.

Procedures aimed at reducing risk of a missing pupil

Start of the day and at the end of the school day:

Parents are made aware of the points at which responsibility for the care of their child passes from them to LA transport staff.

The Class teacher will ensure that all Transport Assistants / Taxi Drivers are aware handover arrangements and to ensure relevant class staff are aware of their responsibilities, what is expected and the procedures to follow for transition to and from LA transport.

The school caretaker will ensure that the gates are open for school transport to access the site, thereafter the school gates will be closed and only opened for access through keypad or by contacting school office.

During lesson time

Teaching staff will mark registers promptly and accurately – mornings and afternoons. If pupils leave the classroom to work in other parts of the school it is the responsibility of the teacher to ensure that adequate supervision is maintained at all times and all pupils are accounted for on their return.

Updated contact information for parents/carers is maintained. All updates should be made in writing. The school office will maintain accurate contact records.

Play time

- Staff on playground before pupils come onto the playground.
- Side gates (blue) are secured.
- Staff patrol playground

Dinner time

- As above

Home Time

External gate (main gate) is opened 20 minutes before home time to allow access for LA transport and parents.

Pupils who do not immediately get on school transport will wait in the hall, supervised by their class team. A TA will supervise end of school transport arrangements and ensure that pupils are placed on correct transport.

Visits

Thorough risk assessments and adequate staff/pupil ratios (LA guidelines) are provided when pupils leave the school premises. Communication contacts and a list of pupils/groups to be taken on visits out of school. Mobile phones taken on every visit and mobile contact numbers left at school.

After school clubs

After school club providers are provided with a register which includes emergency contact and medical details, as well as any children who feel anxious about taking part in the activity. Teachers will liaise with a parents, Supervising TA and transport in the event of changes to activities.

Procedures in the event of a child going missing

In the event of a child going missing while at school:

Member of staff who has noticed the missing child will calmly inform the nearest member of the LMT and a member of the front office admin staff. A member of the admin team will be responsible for monitoring the main exit to ensure that nobody leaves by that exit.

If there is any doubt as to whether a child is missing, a member of staff will count and name check all the pupils present against the register while the group are assembled in one place. If it is known that a child is missing then this is not necessary.

AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the LMT member if the child is found immediately.

A thorough check of all exits must be completed (including external fire doors). If something is discovered this needs to be drawn to the attention of the member of LMT immediately.

If the child has not been found during this initial search, a member of staff must notify the Head teacher or next most senior member of staff.

Staff will begin a search of the area immediately around the school.

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 Head teacher 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. If the missing child has additional special medical or learning needs which may hinder the search, then these need to be noted to be disclosed to police or other agencies.

In the event of a member of staff fearing that a child has gone missing while off school premises:

Visit leader must ensure safety of remaining pupils. At least 2 staff must stay with them.

One or more adults should immediately start searching for the child.

Visit leader should contact school to alert them.

If the child is not found within 5 minutes Visit Leader must contact police by phoning 999.

Visit leader should alert school that the police have been contacted and **school will make arrangements to notify parents**, after which procedures above to be followed.

All staff will be sensitive to the extra physical, learning and behaviour difficulties of children at Yewstock School and will be aware of the additional difficulties this may cause in the event of a child going missing. Staff will make every effort to communicate this information to agencies involved in searching for a lost child.

Post Incident De-Brief

After a Missing pupil incident, the Headteacher will lead the staff team in a debrief to review procedures for ensuring the safety and security of our pupils.

This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.

MISSING PUPIL PROCEDURES INCIDENT FORM	
Date	
Name of missing pupil	
Age	
Description	
Address	
Contact telephone number	
Emergency telephone number	
Person reporting missing pupil	
Time pupil reported missing	
Place pupil last seen	
Reason for disappearance	
Action taken:	
Outcome :pupil found: date/time /location	
Parents comment	
Follow up action by school / debrief recommendations	
Headteacher signature	
Staff signature	

