

# Leadgate Primary School



## Missing Child Policy

## **Prevention:**

Every effort is made to ensure that safety of the pupils whilst they are in the School's care. To prevent a child going missing all children are registered twice a day, at the start of the School day and at after lunch. The completed registers are returned to the School Office so that they can follow up any absences and call parents each morning.

When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip.

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, or off Games, and after school clubs. At the end of the School day or after activities, the children are only allowed to leave the School premises if their parent or an adult approved by their parents has come to collect them. Parents, occasionally ask for children to leave school alone to meet them close by or at home. This is only permitted following a phone call giving the circumstances and a phone call to say that the child has arrived safely. If an adult is not there at normal pick up time, the child will be supervised until 3.30 p.m then enquiries will be made. (See policy for when a child has not been collected.)

When a child is collected from School during the School day whether due to illness or a prearranged appointment, they must be collected from the School Office. Pupils are not allowed to leave the School premises on their own during the course of the School day.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the School are recorded arriving and leaving. Parents who come to School during the School day or after the day has ended are requested to report to the School office. There is a monitor system in operation which covers the only accessible entrance to the School premises .

### **Missing Child Procedure:**

Procedure 1 - If a child is noted to be missing from the School premises:

. One member of staff should call the register to check and establish which child is missing.

. Check with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform the Staff member on duty in the School Office of the situation.

. All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.

. The Staff member on duty in the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)

. This phone call should occur no less than 10 / 15 minutes after the child's absence was first noted. . A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 2 - If a child insists on leaving the premises:

. If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately.

. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises should be used.

. Staff should not follow a child away from the premises as this may cause the child to run and have an accident. If parents cannot be contacted or are too far away then the police will be called. A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record / recorded on CPOMS under attendance category.