

PROMOTING POSITIVE OPPORTUNITIES FOR ALL

***BRIGHSTONE C.E.  
PRIMARY SCHOOL***



**Missing Child  
Policy**

**Date Agreed:** 8<sup>th</sup> February, 2015

**Review Date:** February 2017

**Signed:** \_\_\_\_\_  
Chair of the Board of Governors

# BRIGHSTONE CE AIDED PRIMARY SCHOOL

## Missing Child Policy

### Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	2 <sup>nd</sup> July 2013	AJ	TGB	New Policy
2	February 2015	KH	L&M	Minor revisions to reflect practices

### Aims

- To minimise the possibility of a child being lost/missing at school.
- To minimise the possibility of a child being lost/missing on an educational visit.
- To outline the procedure that should be followed in the event of a child being lost on an educational visit.
- To follow up a child having been lost at school or on an educational visit.

### Minimising the possibility of a child being lost at school

The majority of children are brought to school by their parents. Very few arrive independently and this minimises the possibility of them becoming lost/going missing on the way to school.

Children enter the school through the side gated entrance or through the front door if late. This reduces the possibility of children arriving at school unnoticed. Door alarms are fitted to all corridor fire doors and the batteries checked by the caretaker on a monthly basis.

All children are registered between 8.25am and 8.30am and registers are returned to the office immediately (electronically) after being taken via SIMS. Parents are asked to telephone the school in advance if their child will be absent and they haven't already given notice about this through a leave of absence form. The registers are checked by the school administrator and any unexplained absences are followed up with a text and/or phone a call home by 9am, to ensure that the school and parent knows whereabouts of the child.

Registers are formally taken again at the beginning of the afternoon session. Class Teachers should immediately check with the school office if a child is unexpectedly not present for the afternoon session. Any children who goes in and out of school during the course of the day for appointments or the like, must be signed in and out by the parent. If the child cannot be accounted for, follow the procedure outlined below.

Staff should check whether all children are present at the beginning of each lesson (this need not be done with a formal register) and if not, establish whether the child has been in school that day. If necessary, send an LSA/HLTA or a red help card via a responsible pair of children to the school office to check.

All children are told that they must not open any of the doors or gates that create an exit to the premises. All staff are asked to be vigilant about any open doors and gates and ensure that they are closed and where necessary, padlocked immediately. If a child is waiting to be collected from the main entrance, they must be reminded not to push the green button and open the doors, even if they see someone they know come to the door. Any child seen leaving the premises unaccompanied at any time of the day, should be challenged.

Class Teachers should all be present on the classroom fire exit door, to see their class out at the end of the school day. Any uncollected children should be taken to the school office and NOT permitted to leave unaccompanied or with another parent, unless prior notice has been provided by the parent to the class teacher/school office.

All after school clubs and after school care should check that the expected pupils are present at the beginning of the activity. The office must be informed promptly that all the children are present or whether anyone is missing. Office staff must check the whereabouts of the child as outlined below, but checking first with the class teacher as to whether they saw the child being collected after school that day and by whom. It is usually the case that the child has been collected instead of attending a club but this must not be assumed. At the end of the club, the club leader is responsible for ensuring that the child is collected by their parent. If a child is not collected after an after school club, they should be taken to the school office, who will telephone their parents.

### **Children in Years 5 and 6**

If parents wish children to cycle/walk to or from school unaccompanied at the end of the day, they must advise the Head Teacher in writing. Class Teachers will receive a copy of the letter acknowledging this arrangement. A list will be kept in the office and in the pupil's file.

### **Minimising the possibility of a child being lost on an educational visit**

Please refer to the staff handbook and [Educational Visits Policy](#) for further details. The teacher in charge of the visit will have an accurate list of all children on the visit. All children need to be counted frequently throughout the visit, especially when they are re-grouping after a visit to the toilets or a shop etc. Depending on the nature of the visit, group leaders will also take responsibility for ensuring that their group is accounted for. Children should also be encouraged to take responsibility for each other and notice if someone is missing.

All the children and adults are given an important briefing before an educational visit. All children should be reminded about remaining with their group leader or within designated area.

### **Procedure if a child is lost at school**

- Establish whether the child has been in school that day or whether they have gone on a legitimate visit and have been signed out. Check with the office to see if there is a message from the parent about collecting them early etc.
- Check with the office whether they know if the child has left the premises.
- Check that the child is not in a music lesson, an activity or in After School Care.
- Without causing undue alarm, establish where the child was last seen; try to verify this with an adult rather than just a child's word.

- Ensure that the rest of the children are safe whilst a thorough search is conducted of the premises, inside and out by all non-teaching staff. Walkie Talkies will be distributed and areas designated by the school office. Check everywhere, including unlikely areas, in cloakrooms, under coats, toilets, etc ~ anywhere a child could hide.
- Check all available exits and alarms.
- If all possibilities have been explored and the child cannot be accounted for, the Head must be informed (or Susan Pugh in her absence) and the parents must be phoned. If the parents cannot account for the whereabouts of the child it will be necessary to phone the Police. It will be helpful to know when and where the child was last reliably seen.

### **Procedure if a child is lost on an educational visit**

- Establish where the child was last seen and with whom.
- Inform group leader.
- If in groups, check with all the other groups to see if the child has joined a different group.
- Ensure that the rest of the children are safe whilst a thorough search is conducted of the area.
- Retrace previous steps/areas visited.
- Depending on the location of the visit, the group leader should inform any relevant authorities for their assistance in locating the missing child. E.g. An information point, Centre Staff etc.
- The group leader should inform local police or other authority e.g. coast guard.
- The group leader should contact the Head at the school to inform of the situation and the action taken.
- The group leader should liaise with the Head about contacting parents and should inform the Head immediately the child is found.

### **To follow up a child having been lost at school or on an educational visit:**

Once a child has been found it is necessary to establish how the child was lost to minimise the likelihood of the event recurring. An incident form must be completed.

If the child was lost at school, the Head will conduct an investigation into how this occurred and will address any matters arising from this.

If the child was lost on an educational visit the Group Leader will need to prepare a report for the Head on the circumstances regarding the incident. The Head will address any issues arising from this and will liaise with the Educational Visits Co-ordinator regarding any amendments that may need to be made to the Educational Visits Policy.