



St Mary's Catholic Primary School

Missing Child Policy

St Mary's School Mission Statement

**"With Christ at the centre,
we show Unity, Respect, Joy, Love and Courage."**

Policy review date- Spring 2023
Person Responsible- Helen Tomlinson
Ratified by Academy Council- Spring 2023
Review date- Spring 2025

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 on ARBOR. Office staff follow up any absences and call parents.

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, after school facilities. 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. Children in Year 5 and 6 are only allowed to leave the school premises alone if written permission has been given by the parent. This permission will be kept on file in the school office. If no approved adult is there at normal pick up time, the child will be supervised until 4 p.m. If the relevant adult has not arrived to collect their child by 4 p.m. the child will be left in the care of the person on duty there whilst enquiries are made and until they are collected.

When a child is collected from school during the school day whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on premises. 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.

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 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 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.
- If appropriate, and enough Staff are available to enable one to leave the premises with a mobile phone, they will follow and observe where the child is going.
- If there are not enough staff to leave the premises to observe the child the Staff member on duty in the School Office may decide the child is unsafe and call the police.
- 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.

Other types of absences:

- There is a separate procedure for children deemed to be missing education; the Local Authority Attendance procedures then come into force.

Monitoring

The effectiveness of this policy will be monitored in line with the school's monitoring and reviewing of school policy procedures.