

CURRIDGE PRIMARY SCHOOL

POLICY & PROCEDURES ON MISSING CHILDREN

Status

Recommended

Purpose

This policy reflects our commitment to promote and safeguard the welfare of pupils in our school. We feel that children have a fundamental right to feel safe and protected from danger. Therefore we aim to provide a secure, caring environment, highly skilled and aware staff and a curriculum which empowers children to protect themselves. Parents need to know that every measure will be taken to keep their children safe.

Relationship to Other Policies

This policy relates to child protection and health & safety

Within and Surrounding the School Grounds

- Alert the Headteacher or another member of the Leadership Team, who will make enquiries of other relevant members of staff as to when the child was last seen and where
- Remember the safety of the other children, with regard to supervision and security, ensuring that no class is left unattended
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, and school grounds thoroughly using a Search Checklist **see Appendix 1**
- Once staff are satisfied that a thorough search has been carried out but the child has still not been found, the police and parents should be informed
- Continue to search, opening up the area, keeping in touch with mobile phones or walkie-talkies at all times
- When the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to reduce the risk of it happening again. An Incident Report should be completed by the Designated Safeguarding Person and the Safeguarding Governor and Chair of Governors should be informed.

Off-Site Activities

- An assessment of risk is carried out on all aspects of school trips and the trip organiser is required to complete a 'trip planner' in consultation with the school's Educational Visits Co-ordinator who has attended appropriate training
- The trip organiser will ensure that all adults responsible for pupils on an off-site activity sign to say they have received, read and understood, a copy of the risk assessment specific for that activity
- The trip organiser must ensure that all adults are contactable (via mobile phones) throughout the activity and that he/she is in contact with the School Office

- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the activity site thoroughly
- Once staff are satisfied that a thorough search has been carried out but the child has still not been found, the police and parents should be informed
- Continue to search, opening up the area, keeping in touch with mobile phones at all times
- When the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to reduce the risk of it happening again

Where the child is taken from the school by an unapproved adult

- Parents are required to supply the school with names of adults (family members or friends), who will collect their child if they themselves are unable to do so
- The school will endeavour to hand children in their care over to either a parent or an approved contact.
- On occasion, parents request that their child is collected by an alternative person who is not a named and approved contact; in this case the school advises the parent that the person becomes a named contact if it is to be a regular occurrence
- In the event of an unapproved adult wishing to collect the child, the school will not allow the child to leave and immediately inform the parent of the situation
- In the event of a child being taken from the school unlawfully, the police and parents will be informed

Monitoring and Review

- The Governing Body and the Headteacher are responsible for monitoring this policy
- The Headteacher is responsible for making staff aware of their responsibilities as outlined in the policy
- The Governing Body and the Headteacher are responsible for ensuring that this policy is implemented

The Governing Body's Safeguarding and Environment Committee will oversee, review and update this policy every 3 years

Policy approved by the Safeguarding and Environment Committee on 13th July 2016

Signed _____ Chair of Governors

Signed _____ Chair of Safeguarding and Environment Committee

Date of next review: Summer 2019