

# Stockton-on-Tees Borough Council

## Thornaby CE Primary School

### Missing Children Policy



**Mission Statement:**

Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at Parish and Diocesan level.

The School aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

**We work together to enrich learning, enhance life, to build a future of hope for everyone.**

## **Introduction**

Every effort must be made to ensure the safety of pupils whilst in the care of Thornaby Church of England Primary School.

## **Responsibilities**

**It is the Head teacher's responsibility** to ensure that all relevant parties are aware of this policy, to ensure relevant staff are aware of their responsibilities and to ensure that the policy is reviewed on a timely basis.

**It is the responsibility of the foundation stage or key stage leader** to ensure that all staff and other adults working with pupils are aware of the details of this policy and act according to the procedures outlined.

**It is the responsibility of all staff and responsible adults working with foundation stage and rest of school pupils** to read the policy and act at all times according to its guidance.

**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.

**It is the responsibility of governors** to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

## **Procedures aimed at reducing risk of a missing pupil**

All staff *must* ensure that the gates/doors to any outside area within Foundation Stage are locked when children are playing outside. For children in KS1 & KS2 any gates/doors to outside areas should be monitored by a staff member on duty.

Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.

Staff mark registers promptly and accurately - mornings and afternoons.

Updated contact information for parents and carers is sought and maintained.

Ensure that staff have clear and safe procedures for welcoming and dismissing children through the doors of the Foundation unit, and that procedures are in place for the rest of the school.

If children leave the classroom security to work in other parts of the school ensure that adequate supervision is maintained at all times and all children are accounted for on return to the classroom.

Thorough risk assessments and adequate staff/pupil ratios (Nursery one adult to 3 pupils; Reception one member of staff to 3/6 pupils depending on the activity; Y1-Y3 one staff member to 6 pupils; Y4-Y6 no less than one staff member to 10/15 pupils dependent upon the activity) are provided when children leave the school premises.

Adequate communication contact and a list of pupils/groups to be taken on visits out of school, and lists left within the school office.

### **Procedures in the event of a child going missing**

**In the event of a member of staff fearing that a child has gone missing while at school in the classroom:**

Member of staff who has noticed the missing child will calmly inform the class teacher.

Staff will promptly but calmly round up all children to a pre-arranged area and a designated member of staff, not the teacher, will read the group a story or carry out a group activity.

The class teacher will count and name check all the children present against the register while the group are assembled in one place.

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

A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the classroom or premises. If something is discovered this needs to be drawn to the attention of the class teacher immediately.

If the child has not been found by the time the register check is completed the class teacher will notify the Head teacher or next most senior member of staff.

A designated member of staff will begin a search of the area immediately outside the classroom and surrounding areas.

The safety and care of other pupils is paramount. The security of the classroom and the number of staff remaining to supervise the other children in the classroom 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  
Teaching staff must try to remember and write down a description of what the child was wearing and any distinguishing features.  
If the missing child has any special medical or learning needs 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 children. 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.

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To be reviewed October 2018

Revised October 2018- To be reviewed October 2020