



# Dallimore Primary & Nursery School

## Procedure for a missing child

### Policy Statement

The safety and security of the children in our care is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

### Procedures

Whenever possible there is a member of the school staff on duty on the school gate from 8.45am. Children may arrive at school before that time although there is no adult on duty and therefore we cannot provide supervision. Children may enter their classrooms from 8.45am as there will be an adult in the classroom. School starts at 8.55am and all gates are closed at this time. Any children arriving after this time should enter via the main reception.

Children in EYFS are taken to the Foundation Unit and handed over to the teacher by the parent/carer.

The registers are completed electronically and the school office completes an evacuation report 10-15 minutes after the start of the day/ afternoon. Parents/ carers of absent children who have not informed school are contacted by text message by 10am, in order to prompt communication from parents and explain any absence.

Staff maintain the appropriate level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of class for interventions this must be communicated to the class teacher who has overarching responsibility at that time. During break times and lunch times, staff and mid-day supervisors on duty have responsibility for knowing the locations of the pupils.

On such a large site it is important that the children know the boundaries for access at break times and it is re-enforced that children should not leave the playground without first seeking permission from an adult. Children must take some responsibility for their own safety.

The register is taken again in the afternoon and the teachers must make the office aware if there is a child missing during this registration time.

Trips and visits:

When on excursions staff implement procedures to maximise the safety and security of the children in accordance with the DCC and school's visits policy and risk assessment procedures. Risk assessments are carried out using the EVOLVE system. Lists of children's names are carried by the trip leaders and, if appropriate, split into smaller groups in order to maintain proper staff/ pupil ratios according to the age and number of children and a roll is regularly called.

### **A child missing from register/ roll call**

In the unlikely event that after a register or roll call it is noticed that a child is missing the following procedure will be followed:

- The safety and well-being of other children will be maintained
- A member of the Senior Leadership Team will be informed
- A search of the school site/ visit area will take place
- If the child is not found then the parents will be informed that the child is not in class/ with their group.
- If it is suspected that the child has left the premises/ visit site then the parents will immediately be re-contacted stating this. If requested by the parents, school will also inform the police.
- If parents are not able to be contacted, the police will be informed
- All relevant information about the child will be given to the police who will then take over the search.
- If off-site, the group leader will remain with the police to either comfort the child once found and maintain contact with the school. The remaining staff will return to school with the rest of the children when necessary/ appropriate.

When the situation has been resolved the Headteacher and SLT will review the event and revise measures and procedures if necessary. It may also be appropriate to involve parents/ carers of the child to ascertain if there is a need for a child-specific risk assessment to be carried out.

### **Minimising risk whilst off site**

- Brief children before setting off regarding the importance of staying with the group leaders and encourage each other to keep with the group.
- Ensure children understand that in the unlikely event of being separated from the group they must stand still so that the group can re-trace their steps to locate the child. Alternatively if there is an official/ member of staff in uniform from the visit location, within sight, they should go to them immediately.
- Children must wear school uniform on educational visits to enable identification

### **Policy review**

This policy will be reviewed every 3 years, unless changes in Derbyshire County Council legislation or advice requires this to be sooner.

It may also be appropriate to review the procedure following an incident.

**Date for review:** January 2019

