

SCP-010 – Missing Child Policy

Ackton Pastures Primary Academy Missing Child Policy

Date	Review Date	Coordinator	Nominated Governor
September 2019	September 2020	Headteacher	Chair of governors

Introduction

The Governing Board of Ackton Pastures Primary Academy takes seriously its responsibility to safeguard and promote the welfare of the children in its care. This includes taking steps to ensure that the academy environment is safe and secure, having systems in place to avoid pupils going missing and having clear procedures identifying what will happen if a child does go missing.

In implementing this policy due consideration to equal opportunities, with regard to race, gender, religion and ability, should be ensured with reference to the Race Relations Amendment Act 2000 (as amended) and all other relevant legislation.

This policy should be read alongside the Uncollected Child Policy.

Procedures to avoid a child going missing

- Registers are taken at start of each session, morning and afternoon. Any absence that has not been notified to academy is followed up by the learning mentor/Attendance officer or office staff (the Attendance Policy gives further detail on this);
- Staffing and supervision levels meet requirements for children of different ages;
- Children who have left the academy early, because of an appointment or through illness, are signed out at the office;
- Academy security is designed to minimise the risk of a child going missing. External gates are locked at 9.15am and unlocked at 3.00pm.
- Staff are made aware if there are circumstances for a particular child which might increase the potential for them going missing;
- Children are taught about keeping safe as part of the curriculum and through assemblies.

Routines for dismissal at the end of academy sessions are relevant to age and maturity of pupils.

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- In Nursery and Reception a member of staff directly hands children over on sight of a known adult collecting from classroom doors, this extends to childminders;
 - In Years 1, 2, 3 and 4 children are dismissed from the cloakroom with a member of staff at door. The children are dismissed to the adult who is picking them up. Children are expected to remain in the academy if there is no adult there for them;
 - Children in Years 5 and 6 are allowed to make their own way home. If they are normally collected by an adult, they are expected to come back into academy if their adult is not there;
 - No child is allowed to leave with another adult unless this is by prior arrangement or unless permission has been given by a parent/carer after telephone contact has been made;
 - Staff leading an after-school are responsible for ensuring all children who are planned to be attending the club are accounted for;
 - Dismissal after an extra-curricular activity is from the main entrance. Children are collected by known adults; staff organising the club must ensure that children go home with the correct adult.
 - Any changes to collection that come through the office should be handled according to the procedures attached in the appendix.

Procedures to be taken in the event of a child going missing

In following these procedures, staff should take into account the age and understanding of the child and the potential risk of accident, injury or harm.

- Ensure that other children are accounted for and under supervision without creating anxiety;
- Make the office aware that a child has gone missing, giving the name, age and class. A member of staff should go straight onto the school grounds to check if the child can be seen. Another member of office staff should inform the most senior member of staff available;
- Check that the child has not been dismissed early. Identify when the child was last seen and by whom. Establish whether there are any circumstances which may be relevant to the child going missing;
- Undertake a search of the immediate classroom / setting and grounds, extending to a wider search of the academy if necessary. After a maximum of 10 minutes, the parents/carers should be informed by a senior member of staff. Explain what has happened and what staff are doing to locate the child. Ascertain any relevant details;

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- If the child is not found following a search (10 minutes) the police should be informed giving details of the child and what has been done to locate the child. Staff should continue to search in the interim, this should include walking to the child's home, taking a mobile phone to keep in touch. Other members of staff should search surrounding areas, following any guidance from the police.
- Keep an ongoing record of events including the time when the child was noticed missing, when the child was last seen etc. Keep updating the record until the child is found or until the search is handed over to the police;
- Ask the parents/carers to supply a recent photograph if the police are involved in the search;
- If it is known or suspected that the child has deliberately left the grounds in a temper and they are of an age where they are less likely to be at immediate risk on the road, staff should try to keep the child under supervision at a distance rather than following, as this may cause the child to lead a 'chase'. Parents/carers should still be informed and the police should also be contacted.

After the event of a child going missing

- A review of security arrangements, policies and procedures should be undertaken to minimise the risk of a future occurrence. Any necessary adjustments should be made as a matter of urgency;
- If the child has been missing but found before parents/carers and/or the police have been informed, the parent/carer should be notified of the occurrence and review of procedures should also take place;
- A report on the incident should be documented and made available to Ofsted at the time of inspection;
- Children should be reminded of how to keep themselves safe and what to do if they are lost.

Educational visits

- Planning and risk assessments undertaken before the trip should ensure that consideration is given to all aspects of safety and well-being, including the potential for a child going missing. A decision should be made regarding whether academy uniform should be worn for the visit;
- Adult/pupil ratios must fulfill minimum requirements for different types of visits and different ages of pupils;

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- Before the visit, pupils are briefed on safety issues and advised that if they find themselves apart from the group they should report to a responsible person, for example, a uniformed member of staff, giving their name and the name of the school;
- A risk assessment should be completed by the lead adult on Evolve. This visit must be approved prior to the visit taking place. It is the responsibility of the lead adult to ensure the visit has been approved before leaving the academy.
- Regular headcounts are made to check that all children are present;
- Children are organised into groups and group leaders are expected to make sure that their children are accounted for. Any child missing from a group should be reported to the visit leader without delay;
- Toilet breaks should be escorted by an adult, ideally taking the group at the same time;
- In the event of a child going missing, the visit leader should organise an initial check and then raise the alert, contacting the academy (and the visit provider if appropriate) and local police;
- Procedures at the academy will follow those described in previous sections.

Monitoring the Effectiveness of the Policy

The effectiveness of this policy will be reviewed, in line with the review date deadline set in the Policy Review Overview document, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher		Date	
Chair of Governors		Date	

Appendix

How to inform staff about changes to arrangements for collection of children

- 1) Make a written note of the change.

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- 2) Go to the teacher / staff member who is responsible for the dismissal of the child at the end of the session and hand them the note, speaking to them to ensure they are clear on this.
- 3) DO NOT pass the information on through email, or through a third party.
- 4) Where staff run a club, this is a reminder that they are responsible for ensuring that the child goes home with the correct adult. Only with written permission, approved by the Headteacher, may a child leave a club unsupervised.