



In our school we love deeply, respecting everyone and treating them with dignity;  
we aspire with confidence, working hard and embracing challenge and  
we serve God and the community, following the example of Jesus, to create a better world.

**Ephesians 5:2 (NLT)**

*“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us”*

***This Policy should be read in conjunction with the current ‘Keeping children safe in Education’ Information for all school and college staff. Department for Education***

## Missing Child Policy

### Introduction

The safety of our pupils at Latymer All Saints is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

### Responsibilities

It is the Headteacher’s responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9.30am and again before; 1.00pm in KS1; 1.20pm in years 3, 4, 5 & 6.

Staff members are responsible for seeking permission from the Headteacher to take a pupil, class or group of pupils off the school site and may only take that child/children with parental consent. A Risk Assessment must be completed and the Assistant Headteacher responsible for Health and Safety be informed.

It is the responsibility of parents/guardians 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 the day/afterschool activities.

If a parent/guardian takes a pupil out of school during the school day, they must sign them out at the office on a form that is referred to with the day registers in case of fire.

It is the responsibility of Governors to ensure that 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

### Start of the school day:

- Parents are clear about when responsibility for their children's care in school passes to school staff and back to them during the start and ending of the school day.
- There are clear procedures for welcoming children to school;
  - Parents/Guardians are expected to bring their children into Nursery where they are greeted by staff. On collection from Nursery, children are escorted into the care of their parents/guardians by members of staff.
  - In the main school in KS1 teachers greet their classes at the classroom door and dismiss them into the care of parents/guardians from the classroom at the end of the day.
  - In KS2, years 3&4 children make their way to their classrooms and are dismissed by class teachers at the end of the day from the classroom door into the care of their parents/guardians.
  - When children reach year 5 children are permitted to come to and go home from school by themselves with their parents/guardians consent.
  - Classroom doors are closed at 9.00am in the main building, after this time pupils report to the main school office via the main entrance where their names are recorded in the late book.
  - Class teachers are in school from 8.30am
  - School staff are on duty from 8.30am in the playground.
  - Parents/guardians are asked to provide a list of adults who they give permission to pick up their child.
  - If someone different is sent to collect the child, the parent should phone in advance with the name of that person.
  - If anyone unexpected turns up to collect the child, the parent/guardian must be contacted to confirm they have sent that adult. If this cannot be confirmed the child will remain in school until one of the designated adults comes for the child or the child's parent/guardian has been contacted.

### During lesson time:

- Staff mark registers promptly and accurately electronically onto Schloarpack, meaning that office staff can access the information quickly.
- External gates are closed or checked (where gates are automatically locking) by the site management staff. All staff are responsible for ensuring classroom doors and doors leading to non-gated areas are closed.
- The majority of external doors are 'fobbed'.
- If pupils leave the classroom to work in other areas of the school the class teacher ensures adequate supervision is maintained at all times and pupils are accounted for on their return to the classroom.
- Updated contact information for parents and guardians is sought and maintained.

- Staff on playground duty should be in the playground when the pupils come out and patrol all areas of the playground.

#### **During Lunchtime:**

- Lunchtime supervisory staff are situated in the dining hall and the playground. There are members of the Senior Leadership Team (SLT) on duty both in the dining hall and the playground daily. SEND children have additional supervision, which is of a higher adult to child ratio.
- All external gates are secured and only able to be opened by fob or a key.

#### **Educational Visits:**

- Thorough risk assessments are carried out and it is ensured that adult/pupil ratios are adhered to.
- Written permission is requested from parents/guardians before pupils are able to attend a visit outside of school.
- Parents attending the trip are briefed thoroughly by class teachers and do not travel separately from the class and the teacher in charge.
- The teacher in charge is responsible for ensuring that a head count/ register of the children is carried out regularly and that supporting adults are aware of their safeguarding responsibilities.

#### **After School Clubs & Activities:**

- A register of pupils is taken at each session.
- Consent forms are obtained from the parents.
- For one off activities or workshops that are different to the 'Afterschool Club' parents of pupils in Years 5 and 6 can agree to them going home by themselves, again explicit consent must be obtained from the parents for this to happen.

### **1. Procedures In The Event of A Child Going Missing**

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

- I. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SLT and the school office immediately. The SLT member and any teaching assistants/support staff will carry out a thorough search of the building, including outside areas, toilets and storage areas.
- II. The office staff will check that the child has not been taken from the site by their parent or whether they are attending an appointment.
- III. A thorough check of the school premises will be made to ensure that all external doors/gates were locked. If it is discovered that this was not done, this should be reported to SLT immediately and the area secured.

- IV. If the child is still not found after this initial search, the Headteacher or Deputy Headteacher should be informed.
- V. If after the premises have been thoroughly searched or 20 minutes has elapsed the child's parents should be informed that they are missing. The Headteacher/Deputy Headteacher will decide whether the police should be informed. If it is suspected that the child has left the premises the police should be informed as soon as this fear has been raised.
- VI. Staff will write down a description of the child to be given to the police. If the missing child has special medical or learning needs then these need to be noted and disclosed to the police at the time the report is phoned in.
- VII. The search for the missing child should continue after the report has been made to the parents and the police.

In the event of a member of staff fearing a child has gone missing while off school premises:

- I. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- II. One or more adults should immediately start searching for the child.
- III. The teacher in charge of the visit should contact the school to alert the Headteacher or a member of the SLT.
- IV. If the child is not found within 10 minutes, teacher in charge should contact the police using the emergency number 999.
- V. The teacher in charge must let the school know that they have informed the police and the school will then be responsible for notifying the parents about what is happening.

Revision Date: September 2022  
Accepted by the Governing Body:  
Review Date: November 2024