



# SARUM HALL SCHOOL

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## MISSING CHILD POLICY

**Date:** September 2023

**Next Review Due:** September 2024

**Reviewed by:** Karen Coles

## INTRODUCTION

The safety of our children is our priority whilst they are in our care at School. Every care is taken to ensure that all pupils are accounted for at all times when they are in our care and this policy sets out our procedures for dealing with the unlikely event of a pupil going missing. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times.

## AIM

1. provide a clear procedure which is understood and effectively implemented by all staff
2. enable the missing pupil to be located as quickly as possible, given the appropriate level of safety and security in line with the pupil's age and emotional/behavioural maturity

Staff need to be mindful that a child can go missing at any time of the day.

## RESPONSIBILITIES

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly.

- Registers must be completed twice a day; for morning registration by 8.40 am (Years 1-6) and by 9.00am (Early Years) and for afternoon registration as soon as outside play is finished – this is staggered by year group but should be completed by 2.15pm at the latest for Years 5 and 6. After the morning registration, the School will begin the process of following up late arrivals and absences and will telephone home from 9.00am. Late arrivals must report to the School Office to be registered
- Parents must ensure children arriving late report to the School Office
- Peripatetic staff must take a register and inform the School Office of any absences.
- If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and school staff. There is an Educational Visits policy which should be referred to before any trip is organised.
- In the morning, the Headmistress (or a member of the Senior Leadership Team in their absence), greets the pupils individually and they enter the school via the garden entrance where staff are on playground duty. There is a termly Pavement Duty Rota and two parents each day ensure that pupils are delivered from cars into the school building safely. This process is assisted by the Facilities Manager.
- At the end of the day, children must be handed over to an approved adult by staff at the front door. Once a child is handed over by the form teacher, they become the responsibility of that adult. Older children may have written permission to walk home and they sign out by completing a form in the Office before being dismissed as detailed above. Please see our Pupil Collection Policy.

- It is the responsibility of parents to ensure they provide correct and updated contact information and know the procedures for handover of their child at the beginning and end of the day.

If a parent takes a pupil out of school during the day, the parents must ensure their child signs out at the School Office and signs in if they return.

## **PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL**

- External doors to the School site are closed once children have arrived in the morning until they are due to go home.
- If children leave the classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained in line with the pupil's age and emotional/behavioural maturity.

During playtime:

- Adequate staff are on duty in line with the pupil's age and emotional/behavioural maturity
- External gates remain closed
- Staff patrol all areas in the playground throughout the session

Educational visits:

- Risk assessments are in place with adequate staff / pupil ratios
- Permission from parents is obtained generically at the beginning of their time at the school and this covers all trips, except for travel outside of the UK and residential trips when individual permission is sought
- The School provides mobile telephones for staff to be taken on visits

After School Clubs:

- Risk assessments are in place
- A register of pupils is taken
- Staff are on duty outside the School to supervise children as they leave

## **PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL**

In the event of a pupil being unaccounted for, a member of staff should inform the School Office. If the School Secretary is not in the office the Headmistress or a member of the Senior Leadership Team (SLT) will be informed.

- The following lists held in the School Office will be checked:
  - Attendance Registers
  - Offsite record
  - Music lesson/LAMDA lesson lists
- SLT members and any teaching assistants will carry out a thorough search of the building.

Particular attention is paid to:

- Rarely used rooms
  - Toilets
  - Cupboards
  - Computing room
  - Hall and Dining Room
  - Rainbow room
  - School grounds
- If the child has not been found after 15 minutes from the initial report of them as missing, parents should be notified. The Headmistress or next most senior member of staff on site will decide at which point the police need to be contacted. The first hour is vital. When contacting parents, staff will ask them to bring with them a recent photograph of their child and the school may also provide one.
  - Staff will be asked to write a description of what the pupil was wearing and any distinguishing features.
  - If the missing pupil has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies following permission from the parents.
  - When the missing pupil is found, the Headmistress or a member of SLT will contact the child's parents and/or police as appropriate.
  - The Local Authority will be notified with details of pupils who fail to attend regularly or have missed 10 days without permission.

## **IN THE EVENT OF A MISSING PUPIL WHILE OFF SCHOOL PREMISES:**

- The group leader must ensure the safety of remaining pupils with appropriate staffing levels.
- Adults should immediately start searching for the pupil and notify the organisation or centre they are visiting.
- The group leader should contact School and speak with the Headmistress and in their absence a member of SLT.
- If the pupil is not found within 15 minutes, the group leader must contact the police. The group leader should alert School that the police have been contacted so arrangements can be made to notify parents.

## **INVESTIGATIONS**

When a missing pupil has been found, the Headmistress will carry out a full review.