
Missing Child Policy

Chase View Primary
School

Adopted Nov 2017 Review
Nov 2019

Chase View Primary School, Rugeley
Missing Child Policy

Prevention:

Every effort is made to ensure that safety of the pupils whilst they are in the School's care.

To prevent a child going missing all children are registered electronically twice a day, at the start of the School day and after lunch on the School Information Management System (SIMS).

When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip. (See off site trip policy/procedures)

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, and after school facilities.

At the end of the School day or after activities, the children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them, or parents have given written consent for their child to go home alone. This permission will be kept on file in the school office.

When a child is collected from School during the School day whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the SIMS register to record the fact that they are no longer on premises. The office manager will make a note on the relevant register page of any children who leave school during the day. This will be particularly important in the case of emergency register usage (eg fire alarms)

Pupils are not allowed to leave the School premises on their own during the course of the School day.

Any visitors to the School are recorded arriving and leaving. Visitors are requested to wear a visitor's badge. Parents who come to School during the School day or after the day has ended are requested to report to the School office.

The main school door is controlled by the school office staff. Other external doors are kept closed in school hours and cannot be opened from the outside.

Missing Child Procedure:

Procedure 1 - If a child is noted to be missing from the School premises, the following procedures should be followed:

- One member of staff should call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform a senior member of staff of the situation.

- Whilst maintaining appropriate levels of supervision for other children, all available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The senior staff member will contact the parents /carers. This phone call should occur no less than 10 minutes after the child's absence was first noted.
- Following the attempt to contact parents and assuming they are unable to give any information leading to an immediate solution to the problem, the senior staff member shall contact the police. This call to be made no later than 30 minutes after the child has first been reported missing.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 2 - If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises should be used.
- If appropriate, and enough Staff are available to enable one to leave the Premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff to leave the premises to observe the child the senior member of staff may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.