

Hovingham and St Hilda's, Ampleforth

CE VC Primary Schools Federation

Missing Children Policy

Policy name	Missing Children Policy
Frequency of review	Bi-annual
Reviewed on	16.10.19
Reviewed by	Governing Board
Next review	October 2021

The purpose of this policy statement is to give all staff both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing.

The aims of this policy statement are to:

- Provide a clear procedure which is understood and effectively implemented by all staff
- Enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

Upon discovering a child is missing.....

Volunteer helpers will:

- Immediately notify the class teacher. If the teacher is not available, inform the support staff if there is one, if not then inform the nearest member of staff. They should state the name of the child (if known) or a description if the child if not, using the photographs available in EYFS to assist identification. Thereafter they should assist with any organised search as directed by the class teacher/ head teacher.

Classroom support staff will:

- Immediately notify the class teacher. If the teacher is not available then inform the nearest member of staff. They should state the name of the child, what he/ she was last seen doing and where they were last seen. Thereafter they should assist with any organised search as directed by the class teacher/ head teacher.

Mid-day supervisors will:

- Immediately notify a teacher, the Headteacher or a class teacher (whoever is found first). They should state the name of the child (if known) or a description if the child if not, using the photographs available in EYFS to assist identification. Thereafter they should assist with any organised search as directed by Headteacher or class teacher.

The class teacher will:

- Conduct a search of the immediate surroundings requesting help from school staff
- Indoors-in the classroom- looking under tables, work surfaces and other possible hiding places such as cupboards, adjacent work areas, classrooms, cloakrooms and toilets.
- Outdoors- in the immediate area where the child was last seen, including looking under bushes, up trees and behind sheds.(The class teacher may need to organise cover/supervision for their class while they conduct any search)
Check exits are secured.

If the initial search does not find the child, the class teacher shall begin a wider search of the school buildings and grounds, including public areas of the school e.g. library, cloakrooms, toilets, outdoor areas, corridors and hall. If the child is not discovered within a reasonable time the teacher must inform the HT and relay relevant facts.

The Head teacher will:

- Take charge of the situation. If satisfied the teacher's class is adequately supervised the HT will join in the search of the premises, directing the teacher and other staff where to search. Alternatively the HT may request the class teacher to return to their class to be a familiar adult should the missing child return to their classroom.
- When the head teacher is satisfied that the child is not on the premises he will instruct the office staff to contact the child's parents and inform them of the situation and to enquire whether the child has returned home. If they are found to be at home the head teacher will explain the circumstances of the child going missing. If they are not at home the head teacher, in consultation with the parents will begin a search outside the school's immediate premises.
- If the child is not found within 45 minutes the Head teacher (or other staff directed by the head teacher) will inform the police and as appropriate social services, the Chair of Governors of the child's disappearance. Thereafter the head teacher will follow the instructions of the police regarding the continued search for the child.

The Office staff will:

- Follow instructions given by the Head teacher and if necessary communicate between the parents and the head teacher. They will remain in the office awaiting instructions. Check medical records and inform if necessary.

Missing Child seen running off the Premises

If a child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or send a message to the office without losing sight of the child.

Staff are expected to use their professional discretion in deciding or not whether it is appropriate to go beyond the school boundary in pursuit of a child. If they do they should behave in a manner that is not threatening to the child. They must not run after the child as this may cause the child to run into a dangerous situation.

Some children may have an Inclusion Passport that may have information about the child's particular circumstances, where they are liable to run off.

Investigation

When the outcome of a missing child is finalised, the head teacher will conduct an investigation into the circumstances. This in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of a child going missing. Details will be recoded into the incident log and signed by staff and parents.

A lost child incident in EYFS is a 'significant event' and Ofsted will need to be informed.

After School Clubs

All clubs administered by school staff require a letter of consent to be completed prior to starting. Staff are required to keep a register of children who attend, whether it is a once only club or a regular event. This register will also contain contact details for the children attending. At the end of each session the staff will ensure that children remain in the school's reception area with them until the appropriate adult collects them. Those children walking home alone will have previously indicated on the form that they have parental permission.

Pupils not collected

If a pupil is not collected at a designated time ie end of day or end of morning for nursery pupil then staff will try all contact numbers. The headteacher will be informed. If the incident occurs at the end of the school day, two staff will remain on site with the child. If no contact can be made within 45 minutes, the Headteacher will contact NYCC Safeguarding Board for further advice.

Pupils not collected from the school taxi

NYCC policy is that where a parent is not present to collect a child, the child will remain on passenger transport and the rest of the route completed before the transport returns to the use drop off. If the parent is still not present the transport will return the pupil to school, having first contacted the Headteacher to inform him and to ensure staff are on site. The above 'Pupils not collected' procedure will then be followed.

Reviewed Oct 19

To be reviewed Oct 2021.

Hovingham & St Hilda's CE VC Primary School School

Dear Parent

September 2017

Your child wishes to join the _____ Club for years _____ at Seamer and Irton CP School. The club will begin on _____ and will run from 3.30pm – 4.30pm. **If you are collecting your child at the end of the club, please meet them in the school's reception area.** Please complete and return the reply slip. All children must wear appropriate footwear and PE kit. Jewellery must be removed.

Yours sincerely

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Please Complete and Return to School

I give permission for my child to join the _____ Club for years _____.

Signed Date

Parent of Class

Contact telephone number

- In the event of the club being cancelled at short notice (ie bad weather, teacher absence) my child can:

Walk home alone

Stay at school until collected Other, please specify

We will always call you to inform you if a club is cancelled.

- At the end of the club, my child can:

Walk home alone

Stay at school until collected Other, please specify

Attend Skids for Kids (if registered)

- Please inform the staff involved of any relevant medical details and should your child need an inhaler please ensure they have it with them
- In the event of your child not attending the club for any reason please inform the club's organiser as soon as possible on that day.