



BOWERHAM PRIMARY & NURSERY SCHOOL

&

BABY UNIT

Child Missing Policy

DATE: July 2024

Review date: July 2025

Stand tall, reach high, love learning



The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.

The safety of our pupils 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.

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

Within our Bowerham Baby Unit we follow all Bowerham Primary & Nursery School's policies and procedures. Any wording highlighted in blue within the policies are specific additions only applicable to our Baby Unit.

Procedures aimed at reducing risk of a missing pupil

Start of the day

- Clear procedures for welcoming pupils into the breakfast club and school from 8am
- Staff meet and greet children at designated entry points (year 1 gates, main pupil entrance gates, reception gates and nursery gates) from 8:30am. Gates closed and locked at 8:45
- Pupils independently walk from the gates into their classrooms.

During lesson time

- Staff mark registers promptly and accurately – mornings and afternoons

- All staff must ensure that the external gates to any outside area are locked when
- Main entrance gates remain open throughout the school day, to allow access to the school office, which is secure.
- If pupils leave the classroom to work in other parts of the school, staff ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- If pupils leave school grounds, to attend appointments for example, staff must record and keep track of pupils numbers in the classroom

Play time and Dinner time

- Staff situated on the playground at designated posts before pupils come onto the playground.
- External gates locked, with the exception of the back gate which will be opened by the designated member of staff once all staff for the field are present, to enable playtime access to the field.
- The field has two members of staff assigned to patrol the field and one member of staff assigned to supervise the back gate
- Staff patrol designated areas during playtime

Hometime

- Children are collected from school promptly by parents with parental responsibility or adults from the 'collect from school' list
- A clear expectation that parents notify school in good time if they are going to be late to collect their child.
- Gates opened at 3pm to allow access for parents
- Member of staff to hand over children to parents.
- Children in year 5 and 6 can walk home independently following written permission from parents
- If a parent is not present to collect a child, children wait outside with a member for 5 minutes after home time. After this time, the staff member brings the child to the school office. The school office contacts parents whilst the child waits by the office and is supervised by school staff (either class based or office based) until a parent or adult on the 'collect from school' list arrives
- Up to date 'collect from school' list is sought and maintained. Any changes or additional adults that parents give permission to collect for one off occasions needs to be communicated through the school diary or through the school office.
- Staff to be responsible for their own class and ensure that all pupils are collected by
- the appropriate adult
- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- list of pupils/groups to be taken on visits shared with the school office
- Mobile phones taken on every visit and mobile contact numbers left at school

After school clubs

- Register of pupils with contact numbers and details of how the pupils are to go home and who with.

Wrap around care

- Children are collected from school promptly by parents with parental responsibility or adults from the 'collect from school' list
- A clear expectation that parents notify school in good time if they are going to be late to collect their child.
- Member of staff to hand over children to parents.

Procedures in the event of a child going missing whilst in school

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

- Member of staff who has noticed the missing child will calmly inform the lead adult and notify the Head teacher or next most senior member of staff
- All children in the group, need to be asked to stop, raise their hand and direct their attention to the leading adult. The lead adult will direct staff to ensure that the group will continue to be supervise appropriately.
- The lead adult will also direct all other available staff to conduct a thorough search of the premises, who will notify the lead adult and SLT member immediately if the child is found.
- A thorough check of all exits to be made to make sure all gates were locked and there are no other ways a pupil could have left the school grounds
- Staff will then begin a search of the area immediately.
- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues
- If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- Staff to write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies

Procedures in the event of a child going missing during a school trip off site

- Visit leader must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.

- Visit leader should contact school to alert them
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents.

Procedures in the event of a child seen running off the premises

In the event of a child leaving the premises:

- If witnessed by a staff member, this staff member must inform the most senior member of staff immediately whilst trying to not lose sight of the child if possible, through a phone call or reliable messenger
- Information must include where they last saw the child and the direction the child was heading
- SLT will then then notify parents. When contacting parents please ask them to bring with them a recent photograph of their child
- The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- Staff are expected to use their professional discretion in deciding whether it is appropriate to go beyond the school boundary in pursuance of the child.
- As a general rule, staff should not pursue a child beyond the school boundary however in certain circumstances it may be appropriate to do so, e.g. to retrieve a child who has accidentally wandered off school grounds or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action.
- If a child is followed beyond the school boundary, the member of staff must behave in a manner which would not be perceived as threatening to the child - the member of staff must not run after the child as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing adult. Adults must remain at a safe distance whilst trying to not lose sight of the child