



## St Joseph's Catholic Primary School

# MISSING CHILD PROCEDURE

Revision	Date	Author	Amendments	Reviewed	Approved (Date of FGB Meeting)	Next Review	Responsible Committee
1	February 2025	E Broyd	Update of procedure to new template	September 2024	20/03/25	September 2027	Safeguarding
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# Missing Child Procedure

## Vision



**Together we love - Together we hope - Together we learn**

## Mission

St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we enable and encourage everyone to share and nurture a love of learning and the love of Christ.

Together, we hope to inspire ourselves and each other to be the best we can and to embrace our future with confidence.

### 1. Aims

The welfare of all children at St. Joseph's Catholic Primary School is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times. This procedure aims to: ensure that a robust procedure is in place to minimise the risk of a pupil going missing from school or a school activity; establish safeguards so that a pupil's absence from school (or school activity) is quickly identified; to outline the procedure for staff to follow in the event of a pupil being or going missing, including the notification of parents and outside agencies.

### 2. Legislation and statutory guidance

- Keeping Children Safe In Education (KCSIE) 2014.

### **3. Current practices throughout the day**

#### **3.1 Before school**

- The school gates open at 8:00am. There is a member of staff supervising each gate.
- All pupils are supervised on the playground by a member of staff. Parents of EYFS and KS1 pupils are permitted to wait on the playground with their child if they wish to do so.
- At 8:20am the bell rings and the pupils head to their classrooms. A member of staff remains on the playground until all pupils are inside the building.
- During inclement weather, pupils will be asked to head directly to their classrooms where they will be supervised by their class teacher. A member of staff will still monitor each gate.

#### **3.2 Registration**

- A class register is taken at the beginning of the school day. Parents are requested to telephone the school office if their child is not able to attend due to illness. All other reasons for absence should have been approved by the Headteacher.
- Once the registers are completed, the School will contact the parents in the order of preference indicated by their contact information.
- If the pupil still cannot be located, the Headteacher will make a decision whether or not to involve any outside agencies (e.g. social care, the police).
- A register is also completed in class at the beginning of the afternoon session. Any pupil who is collected by their parent/guardian during the school day for an external appointment must be signed out at the school office.

#### **3.3 Break times and lunch times**

- All pupils are supervised on the playground during break time and lunch time.
- During lunch time, EYFS and KS1 pupils are escorted to the hall by their class teacher.
- When eating, all pupils are supervised in the hall by a member of staff.
- Pupils who attend a peripatetic lesson (e.g. speech and drama, musical instrument) will be collected from the playground by the staff responsible for said lesson.

#### **3.4 The end of the school day**

- Pupils in EYFS and Years 1 - 5 must be collected from their classroom door (on the playground) by a parent/guardian.
- Pupils in Year 6 may make their own way home from school as long as written permission has been given by their parent/guardian. If no permission has been given then pupils should be collected from their classroom door by their parent/guardian.
- Pupils who are registered with After School Club or an after school extra-curricular club are collected from their classroom by the staff member running that provision.
- Pupils who are going to After School Club after attending an extra-curricular club will be taken to After School Club by the staff supervising the extra-curricular club.

### **3.5 Pupils not collected at the end of the school day**

If a pupil is not collected at the end of the school day a member of staff will contact their parent/guardian in the order of preference indicated on their contact information. If a parent/guardian cannot be contacted, the pupil will be booked into After School Club and their parents will be charged accordingly.

### **4. Actions if a pupil goes missing**

Our procedures are designed to ensure that a missing pupil is found as soon as possible. If it is found that a pupil is missing then the following actions should be followed:

#### **4.1 A pupil goes missing from school**

- Take a register to ensure that all the other pupils are present.
- Ask other adults and pupils present when they last remember seeing the missing pupil.
- Thoroughly check the area and all small spaces (cupboards, toilets, washrooms, etc.) where a pupil might be able to hide.
- Check doors and gates for any signs of entry or exit.
- Inform the Headteacher (DSL) and/or the Deputy Headteacher (DDSL).
- Ensure that all other pupils are kept calm and safe.
- The Headteacher or Deputy Headteacher will arrange a wider search of the premises or grounds.
- The Headteacher or Deputy Headteacher will inform the parents of what has happened, what action has been taken and ask them to come to school.
- The Headteacher or Deputy Headteacher will inform the police, the Chair of Governors and North Somerset Children's Services.
- The school will cooperate fully with any police or social care investigation.
- A report will be made under RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations) to the Health & Safety Executive.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. Procedures will be reviewed and adjusted if appropriate.

#### **4.2 A pupil goes missing during an off-site activity**

- An immediate headcount will be taken to ensure all the other pupils are accounted for.
- An adult will search the immediate vicinity whilst other accompanying adults keep the rest of the pupils calm and safe.
- Contact the venue manager to arrange a search of the wider area/venue.
- Phone the school to inform the Headteacher or Deputy Headteacher.
- The Headteacher or Deputy Headteacher will inform the parents of what has happened, what action has been taken and ask them to come to school.
- The Headteacher or Deputy Headteacher will inform the police, the Chair of Governors and North Somerset Children's Services.
- The school will cooperate fully with any police or social care investigation.
- A report will be made under RIDDOR (Reporting of injuries, diseases and dangerous occurrences regulations) to the Health & Safety Executive.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. Procedures will be reviewed and adjusted if appropriate.

## **5. Actions once a pupil has been found**

- Talk to, and take care of the pupil to ensure their immediate needs are met. Reassure them that they are safe.
- The Headteacher or Deputy Headteacher will contact parents to share the new information with them and give an account of the incident.
- The Headteacher will conduct a full investigation of the incident. If appropriate, involving the police and social services. This will involve all concerned providing written statements.
- The report should be detailed, covering: time, location, staff:pupil ratio, when the pupil was last seen, what appeared to have happened, the length of time the child was missing and how they appeared to have gone missing, lessons for the future.
- Staff to speak to all pupils to ensure they understand why they should not leave the group when off-site.

**Approved by the Safeguarding committee:**

**Date: 25/09/2024**

## **Policy Monitoring And Review (To Include Sub-Committee)**

This policy will be reviewed every three years by the Safeguarding Committee.

## **Authorisation**

**Signed by (Chair of Governing Board)**



**Approved by Governing Body: 20/03/2025**

**Next Review Date: 09/2027**