



High Point Academy

Missing Child Policy

Scope of Document:	All Stakeholders
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Missing Child Policy

Every effort is made to ensure the safety of your child whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Aims:

- The aim of the policy is to ensure that we:
- Locate any missing pupils quickly.
- Ensure that all pupils are kept safely on the school premises during school hours unless they have the Headteacher's permission to leave and are then accompanied by an authorised adult.
- Ensure that the building, grounds and play areas are safe and secure.
- Ensure that the teachers and staff keep the pupils under proper supervision at all times.
- Ensure that if a pupil 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

Procedures aimed at reducing the risk of a missing child

Parents are advised that their children should not be in school before 8.50am. A member of staff is on duty in school reception from 8.50am to greet the pupils. Staff are located at the coach drop off point and the playground from 8.50 am to supervise the pupils. The front door of the school is closed, (and locked) from 9am. When the pupils are outside at break times and lunch times, they are protected by fencing at the front and back of the school and they are supervised by adults. All external fencing to the school is secure and high. The site is a secure site. All external doors and gates are operated by a fob entry system.

Form tutors mark the registers promptly and accurately – mornings and afternoons. If pupils leave the classroom a TA must escort them to their destination. Transition around school is also supported by a Teaching Assistant taking pupils from class to class. Updated contact information from parents and carers is sought and maintained.

All visitors during the day are directed, via signs on the front of the school, to go to the school office. They will be unable to enter the school as all gates and doors are locked. At home time, a member of staff supervises the pupil exits to ensure that all the pupils are collected by the appropriate adult. If a parent is late, then the pupil is kept inside the school under the supervision of staff until the parent or carer arrives to collect them.

Procedures for the event of a child going missing.

In the event of a member of staff fearing that a pupil has gone missing whilst at school: The member of staff who has noticed the missing child will inform the SLT and office staff immediately. The schools radio's will be used to advice all staff that we are looking for a particular pupil to check they are not in a classroom. The Senior Leadership Team are to

conduct a search of all other areas of the school. Available staff will begin a search of the area immediately outside of the school premises taking a radio so that they can contact the school office. The search should include Friar Park Road. Parents/carers should be contacted immediately if it is believed the pupil is offsite along with calling 999. The incident should be relayed to other important agencies who have involvement with the pupil such as their allocated Social Worker.

Post Incident:

When the pupil is found members of staff will care for and talk with the pupil, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort. The Headteacher will sensitively discuss with the pupil's parents/carers the events surrounding the disappearance. The Head Teacher will carry out a full investigation taking statements from all the staff present at the time. A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments. A written report will be produced and policies and procedures will be reviewed.

Trips and Visits

When classes go out on trips, the following procedures are in place:

- Thorough risk assessments and adequate staff/pupil ratios.
- A Trips/Visits form is completed by the teacher giving clear information regarding which students are off site, which members of staff are with them, any medical needs which need to be taken into account and the mobile phone number of the member of staff taking the trip.

If a child goes missing on a school trip:

- The Trip leader must ensure the safety of the remaining pupils.
- The trip leader/organiser, in discussion with other teaching staff will be responsible for making decisions relating to the trip.
- One or more adults should immediately start searching for the missing pupil .
- Regular head counting of pupils should take place, particularly before leaving a venue. Pupils should be readily identifiable, usually by wearing their uniform.
- The school must be informed if a pupil is missing and cannot be found.
- If the pupil has not been found within 10 minutes, the police must be called by dialling 999 and then parents should be informed.
- After any incident of a missing pupil, an Incident/Accident Form must be completed giving full details of how and when the incident occurred.