

Ightham Primary School



Missing Child Policy (Safeguarding)

Review Details:

Next Review Date	July 2023
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Version	Ratified by	Date	<i>Signed</i>
2:2	Full Governing Body	7 th July 2022	

Policy Statement

The safety and security of the children in our care at Ightham Primary School is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

A register is taken at breakfast club by breakfast club staff.

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the teacher by their parent/carer.

Staff maintain the appropriate level of supervision throughout the session and are aware of the location of the children in their care at all times.

The register is taken again in the afternoon.

A register is also taken at IMPS by the IMPS staff. Pupils are only allowed to leave IMPS in the evening when a parent/carer/other designated adult has signed the register to take them from school.

Excursions

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits Policy.

Full risk assessments are carried out.

A list of all the children's names is carried by the trip leader and the children are split into small groups according to acceptable staff:pupil ratios for the age of the children and the purpose of the trip or activity.

Each group is managed by a responsible adult. The number of children is checked regularly by frequent roll calls.

Procedures if a Child is Missing

However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out the following procedures will be followed.

- Staff will maintain the safety and well-being of other children.
- A roll call will be taken.
- A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds. This will include going to places at which the child was last seen and tracing the routes that they may have taken.
- If the child is not found after approximately 15 minutes, a member of the Senior Leadership Team will endeavour to contact the parents of the missing child by telephone to inform them of the situation and will then contact the police. The parents

may have information on the child's whereabouts which is why it is carried out in this order.

- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.
- In the case of IMPS, the IMPS Supervisor will be responsible for implementing the above procedures if no member of the Senior Leadership Team is available.

When the situation has been resolved, the Head Teacher and SLT will review the reasons for this event happening and revise measures if necessary.

Permanent Move from Ightham Primary School to another school

The office administrative staff will check-up to see whether a child leaving the school arrives at the destination school stated. This will be within the first week of the child leaving the school, except where school holidays make this task impossible. After a school holiday the check-up will be made. If the child has not arrived or registered with the destination school, the Local Authority will be informed.