

**Lost or Missing Children Policy**

MARINE ACADEMY PRIMARY and Nursery POLICIES

VERSION CONTROL SHEET

**POLICY NAME: Lost or Missing Child Policy**

**Policy Prepared by: Claire Jones**

<b>Document date</b>	<b>Filename</b>	<b>Meeting submitted</b>	<b>Summary of changes required</b>
04.09.17	Lost or Missing Child Policy	TBC	

The welfare of all of pupils at Marine Academy Primary & Nursery is our paramount responsibility. Every adult who works at the Academy has been trained to appreciate that he or she has a key responsibility for helping to keep all pupils safe at all times. Our staffing ratios within the Early Years Foundation Stage are generous and are deliberately designed to ensure that every pupil is supervised the whole time that he or she is in our care.

### Steps to Keep Children Safe

- ★ All pupils are only released into the care of individuals who have been notified to us by the parent/carers in advance, and we ensure that pupils do not leave the premises unsupervised. We take all reasonable steps to prevent unauthorised persons entering the premises, and have an agreed procedure for checking the identity of visitors.
- ★ At all times, parents can be assured that all pupils remain within the safe environment of our Academy, including attendance at any outings. We ensure that proper precautions are taken to prevent pupils going missing.
- ★ If any pupil is found to leave the premises without permission, they will be deemed to have broken the Academy's rules and the application of appropriate and proportionate sanctions will be considered by the Headteacher accordingly.
- ★ It is the responsibility of parents to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child.
- ★ Particular care will be taken to register all pupils in each and every extra-curricular activity.
- ★ In the case of incidents occurring while pupils are learning outside the classroom on educational visits, the visit leader will assume such responsibility, as agreed with the Educational Visits Coordinator on behalf of the Headteacher.
- ★ No pupil leaves our supervision and care without an appropriate adult. In order to achieve this aim, we operate the following procedures at our school: Collection by an adult. All parents complete a pupil data form annually part of which includes

names of all people authorised to collect their child. If another person is going to collect they should, if at all possible, be introduced to staff and added to the sheet.

- ★ In Nursery a use of passwords is in place should the person expected to collect a pupil change during the day.
- ★ All pupils are handed over to the adult collecting them, by member of staff.

## **In the unlikely event of a pupil going missing from the Academy, the following actions will be taken:**

- ★ If a member of staff suspects that a pupil is missing from a lesson or activity, they will contact the Headteacher or Assistant Headteacher immediately.
- ★ All remaining pupils will be kept safe in a secure place with adequate adult supervision, including assistance from other school staff if necessary.
- ★ A full headcount will be taken by the teacher or lead practitioner in-charge and matched against the register.
- ★ A senior member of staff will make a thorough search of the building and/or site and immediate surroundings including storage areas and toilets. A thorough check of all exits will be made, to ensure all gates/doors are locked and there is no other way a pupil could have left the site.
- ★ If the pupil is not found after this initial search and are deemed to be missing, the Headteacher will be notified immediately who will ensure that the parents have been informed.
- ★ The Headteacher, or Assistant Headteacher in the absence of the Headteacher, will decide at which point the police will be called.
- ★ All relevant emergency contacts for pupils will be used to inform parents/carers accordingly.
- ★ As soon as is practicable, the Serious Incident Reporting Form (SIRF) will be completed by the Headteacher.
- ★ If a missing pupil has any special medical or learning needs then these need to be to be disclosed to the police.

- ★ A thorough search of the premises should continue until the pupil is found.

**In the unlikely event of a pupil going missing from an off-site location, the following actions will be taken:**

- ★ The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- ★ One or more adults should immediately start to search for the pupil.
- ★ If the pupil is not found within a short period of time, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
- ★ The visit leader should alert the Primary office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The Academy will make arrangements to notify the parents accordingly.

**Following the Incident**

- ★ It is in everyone's interest to resolve what has happened as quickly as possible, consistent with a fair and thorough investigation.
- ★ The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.
- ★ Where the pupil is in the Early Years, Ofsted must be informed of the incident under our separate registration arrangements. Local authority children's social care should also be informed of any missing pupil in the early years, and our usual local authority safeguarding and child protection arrangements followed.
- ★ All relevant policies and procedures will immediately be reviewed and revisions presented formally to Governors for approval within 5 working days.
- ★ The parent/carers will be involved at all times.
- ★ Where the parent/carer(s) remain concerned despite reassurances informally by the school, they may choose to use the school's complaints procedure accordingly.