



## MISSING CHILDREN POLICY

Autumn 2018

Manager

Mrs J Hill

Review date – Autumn 2021

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. The registers are completed on line / or paper copies returned to the school office so any absences can be followed up by calling parents or carers.

When there is an off-site visit, it is the responsibility of the group leaders to ensure that a regular register is taken or head count made. This will depend on the nature of the visit, the mode of transport used and the location.

The children are supervised at all times, whether in the classrooms before registration, during break time, meal times, PE lessons or after school facilities.

The children may walk home alone with their parents' permission, otherwise they wait at the school entrance doors until they are collected. If no approved adult is there at normal pick up time, the child will be taken to wait in Reception. If the relevant adult has not arrived to collect their child by 3.50pm, the child will be left in the care of the person on duty whilst enquiries are made and/or they are collected (see Children Left at School Protocol).

When a child is collected from school during the school day whether due to illness or a pre-arranged appointment, they must always be collected from the school office so that a note may be made in the register to record the fact that they are no longer on premises. Children are not allowed to leave the school premises alone during the school day for any reason. They must be collected by an approved adult. There is a list of parents, carers and relatives who we have been informed are not allowed to collect children from school in the school office and class teachers are kept up to date with this information.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the school are recorded arriving and leaving. Parents who come to school during the school day or after the day has ended are requested to report to the school office.

### **Missing Child Procedure**

Procedure 1 – If a child is noted to be missing from the school premises;

- One member of staff should call the register to check and establish which child is missing.
- Check with the school office immediately as to whether the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment, etc and inform the staff member on duty in the school office of the situation.
- All available staff will check school grounds and rooms to ensure that each child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- A staff member on duty in the school office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done). This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

Procedure 2 –If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others, then reasonable force to return the child to the school premises should be used.
- If appropriate, and enough staff are available to enable one to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough staff to leave the premises to observe the child the staff member on duty in the school office may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

Procedure 3 - If a child is on roll but does not attend

- School have a concern a child has gone missing.
- School ring all contact numbers, including emergency contacts.
- School teacher discuss with pupil's friends (may have gone away).
- School may decide to visit the child at home. Two members of staff will conduct this visit.
- If the child has been absent for 12 school days and there has been no contact, then refer to EWO.

Procedure 4 – If a child has left the school but has not enrolled at another school

### **Children Missing Education (CME)**

A Child Missing from Education (CME) is defined by the Department for Education (DfE) as "a child of compulsory school age who is not on a school roll, nor being educated otherwise". This is in line with CME Guidelines 2016.

Children Missing from Education are:

- not on a school roll
- not being educated in a school or anywhere else
- identified as being out of education for over 20 school days.

Children Missing from Education are not:

- children who are on roll of a school but are not in regular attendance. If a child is not attending their registered school or education provider, the school's attendance policy should be followed
- children who are being Electively Home Educated (EHE)
- children whose parent/carer has applied for a school place, and the application is being dealt with by the admissions procedure.

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