

# Ringway Primary School

## Missing Child Policy

The Future  
The Future  
starts here

Our aim is to provide the foundations for a positive future for our pupils. A future where pupils learn to stay safe, to understand the importance of a healthy lifestyle , and to enjoy all they do. A future where they are both literate & numerate & can think critically. A future where they make a positive & respectful contribution to their culturally diverse community . A future where they show mutual respect & tolerance at a local, national & global level. A future where they aspire to be the best they can be & achieve their full potential

Created.....Sept 18.....

Reviewed.....Sept 21.....

Signed C of Gov.....

## Ringway Primary School Missing Child Policy Statement

The safety and security of the children in our care at Ringway 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** Each pupil who arrives at school is registered first thing in the morning following the FS pupils being handed over to the group teacher by their parent/carer, older children will come in on their own from the playground gate or registered breakfast club and make their way to their class line on the bell.

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

A teaching assistant has the role of safeguarding officer making sure all doors are locked before & after playtimes. Children are securely fenced in the playground area.

Staff moving from one building to another do a headcount at the start & end of the journey & use a link chain with FS children.

The register is taken again in the afternoon.

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 the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity.

Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls. Some EBD/SEN children will have 1-1 for the trip to reduce risk.

However, in the unlikely event that a child has gone missing, whether in school or out: The following procedures will be followed.

- Staff will maintain safety and well-being of other children.
- A roll call will be taken.
- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.

- If the child is not found after approximately 15 minutes, the Headteacher or the Deputy will endeavour to contact the parents of the missing child by telephone.
- If after approximately 15 minutes the parents have not been contacted, the Headteacher or his Deputy will contact the police.
- 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.

When the situation has been resolved, the Headmaster and SMT will review the reasons for this event happening and revise measures if necessary asking the key question - Could anything have been done to prevent this ? This will be recorded in a Missing Child Log book.

Strategies to prevent this sort of thing happening include the creation of SAFE PLACES. We do have some EBD pupils who need at times to cool off and take themselves away from situations. They are trained to use safe places and this is part of their IEPs & separate risk assessment. They are made aware of the dangers of running out of the school grounds in advance of any outbursts.

Please refer to Risk Assessment Policy

Educational Visits Policy