



Revision Record of Published Versions			
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West Jesmond Primary	November 2011	1.0	Draft Policy for Staff and governor consultation
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West Jesmond Primary	8 th January 2013	3.0	Review by DHT
West Jesmond Primary	5 th February 2013	3.0	Reviewed and ratified by Governors
West Jesmond Primary	22 nd February 2014	4.0	Annual review and update
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The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

It is the Headteacher’s responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9.10 am and again before 1.15pm.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office. It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions. If a parent takes a pupil out of school during the day, they must sign them out at the office. The school office completes the “**Off Site Register**”. It is the responsibility of Governors to ensure they are aware of the school’s procedures and to challenge/support the school in its review of this policy.

Children moving to another school:

When moving a child to another school, parents are required to complete an exit form detailing information about any changes to contact details (if moving from the area) and new school contact details.

A child is only removed from role once the new school has been confirmed and been in contact to confirm the place has been taken. Once this confirmation has taken place, WJPS will contact the Attendance Officer to confirm the child can be removed from role.

If a new school is not identified within a week, and the child has moved out of the area, the matter will once again be referred to the Attendance Officer. He / she will ensure that the relevant local authority, within proximity to the new address, is in the process of offering a school place and that the child is not 'missing' within education.

Children not returning from absence on time:

A return date is always indicated on an absence request form. If this date passes and the child has not returned to school, particularly when this involves travel abroad, the Attendance Officer is contacted by the DHT immediately. Should this extended absence result in a total absence beyond ten days WJPS may consider requesting a penalty notice.

Should school have concerns about extended unexplained absence to countries identified by the Home Office, the DHT under duties set out within the prevent agenda will contact the police immediately.

Procedures aimed at reducing risk of a missing pupil start of the day:

The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa. There are clear procedures for welcoming pupils into and school. The school gates are locked at 09.00am. After this time pupils report to the main school office via the main entrance. Children in Reception, Year 1 and Year 2 enter their classrooms via the entrance from the playground. All other year groups enter the school via their appropriate entrance and make their way unaccompanied to their classroom. Registration is at 8.50am. All doors close at 8.55am.

During lesson time:

Staff mark registers promptly and accurately – mornings and afternoons via citrix. The external gates to any outside area are locked during the entire school day. If pupils leave the classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

Playtime:

Pupils are to be escorted to the external doors by staff. Duty staff should be on the playground before pupils come out. External gates remain locked. Staff patrol all areas in playground throughout the session.

Lunch time:

As above. SMT members are available at lunch time. LSAs accompany children from the lower playground when they are called in for lunch.

Home time:

The gates are opened at 3.00pm for parents and remains open for the children at 3.30pm. The caretaker is responsible for locking the gate as they return to the building. Pupils leave by assigned exits. Pupils in the Foundation Stage are collected by their parent/carer from the Foundation Stage playground. Staff call the children when they see the parent/carer.

In Years 1 and 2 children are collected by parents via the entrance to the classroom in the playground. Children who are not collected go to the late room beside the school office.

Educational Visits:**West Jesmond Primary School**

Thorough risk assessments and adequate staff/pupil ratios (at least following national guidance and often in excess of this) are adhered to when pupils leave the school premises. Permission from parents is obtained generically at the beginning of

each academic year and parents are informed specifically about each trip. Mobile telephones taken on every visit and mobile contact numbers left at school.

After School Clubs:

The onsite After School Club is run by Children's Services, at the Local Authority. Thorough risk assessments are in place. A register of pupils should be taken. Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

Procedures in the event of a child going missing:

In the event of a member of staff fearing that a child has gone missing while at school:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SMT and school office immediately. The SMT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.

2. The following lists held in the school office will be checked:

- Attendance Registers

- Off Site Record,
- Music lesson lists
- Lists of those attending other schools (e.g. year 6 on Transition activities).

3. If necessary, staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will supervise the children. The safety and care of other pupils is paramount so is the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.

4. Staff will count and name check all the pupils present against the register while the group are assembled in one place.

5. A thorough check of all exits will be made, to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the SMT immediately.

6. If the child is still not found after this initial search, the office is to inform the Headteacher (Mr Wallis-Clarke) or Deputy Head (Mr Dominic Martin).

7. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers staff will ask them to bring with them a recent photograph of their child.

Parents will be informed followed by the police (999) within 10 minutes of the first alert.

8. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

9. If the missing child has any special medical or learning needs then these, need to be noted to be disclosed to police or other agencies.

10. The Class Teacher is spoken to gain further information and asked to confirm if he/she attended the previous sessions.

12. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available, including support staff. This will include rarely used and locked rooms.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- Library
- All classrooms
- Main school hall

The school grounds

The dining hall

In the event of a member of staff fearing that a child has gone missing while off school premises:

1. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within **5 minutes**, the Group Leader must contact police by telephoning 999. The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.