



Appleton Academy

Missing Child Procedure



Missing Child Procedure

Every effort is made to ensure the safety of children and young people at Appleton Academy whilst they are in our care.

This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Definition

A child or young person will be defined as missing if their whereabouts are unknown.

Routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safety and security of all children at all times.

Children and young people are not allowed to leave the premises during the school day unless they have permission from the Executive Headteacher to do so. In the case of early years and primary aged children, they must only leave with a known contact or an authorised adult nominated by the parent. If a child or young person leaves site with permission, the main office will ensure that the child has been 'signed out' using the inventory system.

If a child cannot be accounted for and has not been signed out of the building, they will be defined as 'missing'.

For the purposes of this guidance, staff will follow the procedure for early years for pupils who are allocated to the resourced provision due to their vulnerability.

Missing Child Procedure

When a young person appears to have gone missing, the Academy will take all reasonable and practical steps in order to identify whether the child is a missing person by:

Stage One

- Check with last person to see the child – make sure you know what the child was wearing.
- Inform another member of staff before searching in the last place seen.
- Speak to the children who were in the vicinity
- All available staff will immediately check toilets, shared areas, rooms and playground to ensure the child is not hiding or trapped in anywhere.
- One member of staff will immediately inform the main office and the Executive Headteacher or the next most senior member of staff via the Executive Administrator.
- Admin staff will check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional. (School Nurse/Speech Therapist etc). The SIMs register will need checking by admin staff as soon as a missing child has been reported.
- One member of staff will gather the class and call the register to confirm the child is missing.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident should it be during the school day. Calm should be kept in the event of a child reported missing.
- Two members of staff will search the area in the vicinity of the Academy and walk the journey home

Stage Two

- After stage one is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents or carers with parental responsibility.
- At this point, liaison with parents and the police will be conducted through the Executive Services Manager and Executive Headteacher
- Staff will call registers in all classes to confirm presence of other pupils, if the event is during the school day.
- In the case of older pupils, staff will speak to known friends and check facebook and other online accounts

Stage Three

- The Executive Headteacher should communicate the incident to the Exceed Academies Trust CEO and the Chair of the Local Advisory Board
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record (CPOMS). The record should include any relevant information; including conversations with parents, carers, child minders, police, the Trust and any other person they feel has contributed to the collection of evidence.
- The Executive Headteacher will ask the Executive Services Manager to conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This report will be provided to the Executive Headteacher, the Trust and reported to the Local Advisory Board.

Communication is essential at all times.

Report the incident ASAP if a child is not found within 5 minutes (if you are sure they have not left the premises).

Staff should take a mobile phone or radio with them when searching and stay in contact.

Responsibilities

- It is the Executive Headteacher's responsibility to ensure that all staff are aware of this policy and are aware of their responsibilities, what is expected and the procedures to follow.
- It is the Executive Headteacher's responsibility to ensure that this policy is reviewed and updated on an annual basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- It is the responsibility of all parents to provide correct and updated contact information. This is renewed at the beginning of each academic year.

Routines and Procedures

The following routines and procedures are aimed at reducing the risk of a missing child or young person;

- Parents are advised that their children should not be on the premises before 8.20am and that up until the beginning of Year 5, parents must ensure that their children are supervised by an appropriate adult.
- A member of staff is on duty from 8.35am at each door and in the playground to greet the students.
- The primary playground gate is closed and locked at 8.45am and all children who arrive late must sign in at the main office.
- Access into the building is locked. Although the access to the main office is open, any access into the building beyond this point is secure.
- The perimeter of the site is secured by fencing and when outside at break times and lunch times, children and young people are supervised by adults.
- In primary, pupils are registered promptly at the start of the morning and afternoon session. Secondary pupils are registered at the start of each lesson.
- If children and young people leave the classroom to work in other parts of the building, adequate supervision is maintained at all times and they are accounted for on return to the classroom.
- Updated contact information from parents and carers is sought and maintained.
- All visitors are directed, via signs on the front of the school, to go to the main office.
- At home time, staff supervise the playground and front of the building. If a parent is late, then the child is kept inside the building under the supervision of staff until the parent or carer arrives to collect them.
- Children in Early Years, Year 1 and Year 2 are supervised within the classroom until collected at the classroom door by the appropriate adult with parental responsibility.
- Parents are asked to inform the Academy before 8.30am if their child is going to be absent from school. This information is updated on SIMs.

- If a pupil is absent at the time of registration and a message has not been received, the office will immediately contact the parents or carers

Educational Visits

In the event of a child or young person who appears to be missing whilst on an educational visits the following additional procedure should be followed:

- The group leader will ensure staff have a group of pupils they are responsible within the accepted adult to child ratio. Pupils should stay within their group at all times
- The group leader will ensure that all adults regularly perform a head count for their group
- Pupils should be readily identifiable, usually by wearing their uniform. In addition to this, children in Early years and Key Stage I wear a wrist band providing the details of the Academy.
- The group leader should inform the Academy immediately if a child is thought to be missing and cannot be found.
- If, following all appropriate attempts to find the child and in liaison with the Executive Headteacher the child has not been found within 10 minutes, the police.
- The Executive Headteacher will contact parents and arrange further liaison.
- Outside usual operating hours, the group leader should contact the Duty SLT member of staff.

When the child is found

- Members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.
- Other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.
- Parents and other agencies will be informed of the outcome of the incident

Pupils leaving Site Without Permission

- If a child or young person decides to leave site without permission, and cannot be persuaded to remain on the premises, staff should contact the main office who will monitor whether the child has left the building or not.
- The office will contact parents to inform them that their child has left site. If a parent cannot be contacted, send a text marked URGENT and continue to attempt contact.
- ***It is important not to run after a child or young person as this could be seen as a game or part of the act of running away, which could result on a child running faster- possibly into the road.***
- In the event of a child in Early Years or Key Stage I or a pupil in the resourced provision: a member of staff should follow at a safe distance and only intervene if the child is in imminent danger. Keep in contact with the main office.