



# LOCHINVER HOUSE

## Missing Child Policy

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The safety of our pupils is our priority whilst they are in our care at School. Every precaution is taken to ensure that all pupils are accounted for at all times when they are in our care and this policy sets out our procedures for dealing with the unlikely event of a pupil going missing. Every adult who works at the School has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.

### The aim of this policy is to:

- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing pupil to be located as quickly as possible, given the appropriate level of safety and security in line with the pupil's age and emotional/behavioural maturity

Staff need to be mindful that a child can go missing at any time of the day.

### Responsibilities

- Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly
  - Registers must be completed twice a day; by 8.40 am and by 1.55 pm
  - Peripatetic staff must take a register and inform the School Office of any absences
- If a member of staff takes a pupil, group or class out of School they are responsible for informing parents and School staff. There is an Educational Visits policy which should be referred to before any trip is organised
- Extended Hours Care: all pupils are signed into Morning, Teatime and Late Stay Clubs. Pupils are signed out of Teatime and Late Stay Clubs, as per the Pupil Collection Policy.
- Younger pupils in Reception – Year 1 must be collected from their classrooms by parents/carers or a person authorised by the pupil's parents. They will be handed over to their parents/carers by their teachers/TAs. Pupils in Year 2 and 3 are handed over to parents/carers or a person authorised by the pupil's parents by their teachers/TAs from outside the Salter /Pre Prep Block.
- Pupils in Year 4 are accompanied outside the Year 4 building by their teachers and are handed over to their parents or taken to Late Stay.
- Older pupils may make their way independently to their parents. Staff are on duty outside the School to supervise pupils as they leave.
- It is the responsibility of parents to ensure they provide correct and updated contact information 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, the parents must ensure they sign their child out at the School Office and back in on their return. Pupils in Years 7 and 8 are permitted, with parental approval, to sign themselves in and out

### Procedures Aimed at Reducing Risk of a missing pupil

- The School ensures parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa. Information is given as their child moves into a new year group; further information is available in the Parents' Handbook and in the Terms and Conditions
- External gates to the School site are closed once pupils have arrived in the morning until they are due to go home



- If pupils leave the classroom to work in other parts of the School, the class teacher must ensure that adequate supervision is maintained in line with the pupil's age and emotional/behavioural maturity

#### During playtime:

- Adequate staff are on duty in line with the pupil's age and emotional/behavioural maturity
- A teacher is always on duty to supervise up to 30 EYFS pupils and teaching assistants supervises the remaining 10 pupils
- External gates remain closed
- Staff patrol all areas in the playground throughout the session

#### Educational visits:

- Risk assessments are in place with adequate staff / pupil ratios
- Permission from parents is obtained generically at the beginning of their time at the School and this covers all trips, except for travel outside of the UK and residential trips when individual permission is sought
- The School provides staff with mobile telephones to be taken on visits

#### After School Clubs:

- Where necessary, risk assessments are in place
- A register of pupils is taken
- In the event of late collection, the activity leader or another member of staff must accompany any pupils from Reception to Year 4 to either the Teatime or Late Stay clubs where they are signed in. Pupils in Years 5 to 8 who also attend after School clubs make their own way to Late Stay where they are signed in by the club manager. The member of staff on duty in the playground ensures all boys, if expected, make their way promptly to Late Stay

#### **Procedures In the Event of a Pupil Going Missing:**

- In the event of a Pre Prep pupil being unaccounted for, a teaching assistant should inform the School Office immediately. In the Senior Department, the teacher should ask the pupils in the class if they are aware of where the missing pupil is. If there is any doubt, a pupil's explanation may need to be verified with the School Office. For those rooms which have a telephone, staff should use this to contact the School Office. If there is not a telephone available, two of the pupils should be sent to the School Secretary's Office to report the missing pupil to the School Secretary. If the School Secretary is not in her office the Headmaster or a member of the Senior Leadership Team (SLT) in his absence will be informed
- The following lists held in the School Office will be checked:
  - Attendance Registers
  - Offsite record
  - Music lesson lists
- SLT members and any teaching assistants/teachers as requested will carry out a thorough search of the building and grounds
- A thorough check of all exits will be made, to ensure all gates and doors are closed and to look for possible ways in which a pupil could have left the School site. Any discoveries need to be drawn to the attention of the SLT immediately
- If necessary, the fire bell will be rung and, following fire drill procedures, pupils and staff will assemble on the Astro turf so all pupils can be accounted for. A thorough search of the School will continue
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headmaster or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents /carers, staff will ask them to bring with them a recent photograph of their child and the school may also provide one
- Staff will be asked to write a description of what the pupil was wearing and any distinguishing features
- If the missing pupil has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies following permission from the parents
- When the missing pupil is found, the Headmaster or a member of SLT will contact the child's parents or police as appropriate



**In the event of a missing pupil while off school premises:**

- The group leader must ensure the safety of remaining pupils with appropriate staffing levels
- Adults should immediately start searching for the pupil and notify the organisation or centre they are visiting
- The group leader should contact school and speak with the Headmaster and in his absence a member of SLT
- If the pupil is not found within 5 minutes, the group leader must contact the police. The group leader should alert school that the police have been contacted so arrangements can be made to notify parents.

**Investigations**

When a missing pupil has been located and safely returned to school, the pupil's family or the police, the Headmaster will conduct an investigation into the circumstances of the pupil going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the pupil going missing.

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Policy Reviewed: 06.06.2018  
Policy Review Date: 05.06.2020  
Policy linked to: Data Protection Policy, DfE Keeping Child Safe (September 2018), Privacy Notice, Pupil Collection Policy, Safeguarding and Staff Behaviour and Code of Conduct Policy and Procedures

*Any data held in relation to the content of this policy will be managed in accordance with our Data Protection Policy and Privacy Notice.*

