



THOMAS JOHNSON LOWER SCHOOL

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Missing Child Policy

Responsibility	All staff and the Governing Body
Review Date	2019
Approved by Full Governing Body	March 2018
Storage: (i) Electronic (ii) Hard Copy	i. School website (managed by school secretary) ii. School office and staff room

Policy Statement

The safety and security of all children in our care at Thomas Johnson Lower School is paramount, and the school is committed 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 pupil being handed over to the teacher by their parent/carer in Early Years Foundation Stage (EYFS), with older children from Year 1 onwards expected to line up before being taken by the class teacher or class TA into the school where they make their way to the cloakroom and into the classroom. Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times.

If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time. During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

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. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children 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 responsible adult, with overall responsibility being taken by the Group Leader. The number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed.

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- A member of the Senior Leadership Team (SLT) 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 and asking other children what information they have as necessary.

- If the child is not found after approximately 20 minutes, the Head teacher or SLT member will endeavour to contact the parents of the missing child by telephone e.g. to ascertain whether the child has been collected.
- If after approximately 15 minutes the parents have not returned contact (e.g. are only contactable through an answering machine), the Headmaster or SLT member will contact the police, after 45 minutes in total of the child going missing.
- 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.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the Headmaster and SLT will review the reasons for this event happening and revise measures if necessary.

Reducing the Risk of Lost Children when on Educational Visits

- To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed that in the unlikely event of being separated from the group, they must STAND STILL so that the group can re-trace their steps to locate the child.
- Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable in a group.
- Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, or police, or a parent with children, they should feel they can talk to the person and let them know what is happening. On no circumstance must they go with the person, they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker or the Group Leader telephoned.