

St Gregory's  
CATHOLIC PRIMARY SCHOOL



Pursuing Excellence:  
Welcoming All

# **St Gregory's Catholic Primary**

## **School**

### **Child Gone Missing Policy**

Members of staff responsible:  
Date policy approved by the Governors:  
Date to be reviewed:

Mr. John Daley  
January 2019  
Autumn term 2021

#### **Our Mission Statement**

**“At the heart of our community, our mission is to treat others the way that we would like to be treated, to provide a caring and stimulating environment whilst promoting enthusiasm for life-long learning where all individuals feel respected, challenged and inspired to achieve their full potential.**

**A school of the future, growing and working together in God's family and realising the champion within.”**

#### **RATIONALE**

Every effort is made to ensure the safety of all children whilst they are in our care at St. Gregory's catholic Primary School. This policy sets out our procedures for maintaining safety and managing the unlikely event of a child going missing.

#### **RESPONSIBILITIES**

- It is the responsibility of the **Headteacher** to ensure that all relevant staff are aware of this policy and the procedures to follow, and to ensure that the policy is reviewed on an agreed cycle. It is the responsibility of all **staff** to read this policy and act at all times according to its guidance.
- It is the responsibility of **parents and carers** to ensure they provide correct, updated contact information and know the procedures for the handing over of their child at the beginning and end of sessions.
- It is the responsibility of the **Governors** to ensure they are aware of the school's procedures and to challenge and support the school in its review of this policy.

## **PROCEDURES AIMED AT REDUCING THE RISK OF A MISSING PUPIL**

The child's annual photograph is attached to their pupil record for easy identification. Pupil information will be shared with the Police in the event that a search needs to be conducted.

### **Start of the Day for Parents/Carers and Children**

- Ensure parents/carers are fully aware of the points at which responsibility for the care of their child passes from the parents/carers to the staff and vice versa.
- Ensure updated contact information for parents/carers is sought and maintained.
- Ensure clear procedures are in place for welcoming children into school. Staff meet and greet at the door. Doors into school, other than the main entrance door, are all closed by 9.05 a.m.
- Pupils use the designated playground entrance. Late children are signed in at the main office entrance.
- The main entrance is used between the hours of 8.45 a.m. and 3.30 p.m. once the external gates are locked.
- Staff mark registers promptly and accurately – mornings and afternoons.

### **Outside Time/Lunch/Playtimes**

- When children are outside they are protected by fencing and locked gates and are supervised by adults at all times.
- If children leave the classroom to work in other parts of the school, staff will ensure that adequate supervision is maintained and all children are accounted for on return to the classroom.
- External doors, other than fire doors, leading onto playgrounds are locked before and after play and dinner times. Fire doors must be in the closed position unless being used in an emergency. All staff members on duty have a responsibility to politely but firmly refuse entry to an adult to the school building or playground unless they are already escorted by a member of staff.

### **Learning Times**

- If a child leaves the learning environment without permission, the teacher must ensure that the child remains supervised, even if from a reasonable distance.
- Prior to the start of learning times, it is the teacher's responsibility to collect the children. In the event of PPA, it is the staff in charge of PPA lessons who should collect and return the children.

### **Home Time**

- All children must leave the school via the side gate where Miss Walsh and the Headteacher will ensure that all children leave the school building safely and with the appropriate adult – that is, unless they are walking home by themselves.
- Early Years staff take children to the side gate, unlock it and ensure that all children are collected by the appropriate adult. Mr Daley, the Head Teacher, acts as another safeguard for children by standing by the main entrance to the school grounds/outside path and road and doubly ensures children leave the premises safely with an adult who is known to them. After 10-15 minutes, children who remain uncollected are escorted to the main entrance, inside the reception area, to

wait, where available staff will telephone the parent/carer. Headteacher or Miss Walsh will lock the side gate in the meantime.

- Children who are collected by an adult must have sight of their parent/carer before they leave the relevant staff member.
- For children in the upper years, who tend to walk home by themselves, staff must ensure the children leave the school site safely.
- Up-to-date records are stored in the school office detailing how children are to go home and with whom. This list is reviewed at least at the beginning of each year and maintained with up-to-date contacts when parents/carers make any changes.

## **Visits**

- Thorough risk assessments and adequate staff/child ratios are provided when children leave the school premises on visits.
- There must be good communication between the trip leader and school, and the teacher must keep a list of pupils taken on visits.
- Parents/carers are never left on their own with groups of children and should not be placed in a group with their own child, unless part of a specific risk assessment.
- Mobile phones must be taken on every visit and mobile contact numbers left at school.

## **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, that member of staff must:**

- Calmly inform a member of the SLT, who will inform the most senior leader immediately.
- Promptly but calmly round up all children to a pre-arranged area (the hall) and a designated member of staff will engage the children by reading a story or arranging another suitable calming activity.
- Count and name check all the children present against the register while the group is assembled in one place. At the same time all other available staff will conduct a thorough search of the premises and notify the SLT member and Headteacher if the child is found immediately.
- Conduct a thorough check of exits to ensure all gates/doors were locked and there were no other ways a child could have left the school. If something is discovered, this must be reported to SLT immediately.
- If the child remains unfound, staff will begin a search of the wider area, including the immediate vicinity.
- If the child has still not been found from the initial report of them missing, the police and then parents/carers must be notified. In the case of a Cared for Child, social care will be notified immediately via the Access Team or Designated Social Worker.
- Staff members will be requested to remember and write down a description of what the child was wearing and any distinguishing features, including if the missing child has any special medical or learning needs.

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

- The Visit Leader must ensure the safety of the remaining children.

- A member of staff must notify the venue Manager to ensure all exits are supervised or closed.
- One or more adults should start searching for the child immediately.
- The Visit Leader should contact school to alert them.
- The school's 'Critical Incident Policy' will be followed.