

Mottram Church of England Primary School
Missing Child Policy

SCHOOL AIMS

Mottram Church of England Primary School is a Christian school whose aim is to promote an environment where everyone:

- **Feels valued as individuals**
- **Has high expectations of themselves and each other**
- **Shows respect for themselves and each other and the world we live in**
- **Is equipped academically, emotionally, spiritually, physically and socially to succeed now and in future life**

OVERVIEW

Children should never be allowed to leave the grounds during school time without the head teacher's permission.

It is possible however, that on some occasions a child may leave the premises without the knowledge or permission of the head teacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

At the beginning and end of the day the child's parent or nominated carer, has a duty of care to:-

- Deliver the child safely to school by 9:00a.m.
- To be there to pick up the child at 3:15p.m.
- School staff are not responsible for pupils unless they are registered in an extra curricular club, or a parent/carer has notified the office that they will be late.

OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's permission to leave.
3. To ensure that children who leave school during the school day only do so with the head teacher's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children central and under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

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SCHOOL STRATEGIES

1. If a child cannot be found by its teacher, the head teacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, 15 minutes, the police and parents must be called by the head teacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found within 15 minutes, the police must be called and the head teacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the head teacher that a child is missing.
8. If a member of staff finds the child the head teacher must be told at once. Parents, police and other authorities will be notified.
9. The head teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

SUPPORT FROM HOME

Parents have a duty of care to :-

1. Ensure pupils arrive at school safely by 9:00a.m.
2. Any parents of pupils who are absent need to inform the school office on the first day of absence.
3. This is also the case if pupils are going to be late.
4. Write a reason for absences/lateness in you child's planner on their return.
5. Pick up their children promptly at 3:15p.m. or arrange for a named carer (to pupil and school) to do so.
6. Inform the school office if they are "running late" or if they have asked a different carer to pick up their child.

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare event. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.