

MANOR ROAD PRIMARY SCHOOL



MISSING CHILD POLICY

January 2025





Manor Road Primary School

Missing Child Policy

Contents

Page	Details
3	Introduction
3	Responsibilities
3	Procedures – Reducing the Risk of a Missing Child
6	Procedures – Child Going Missing
6	Procedures – Child Seen Running Off the Premises
7	Procedures – Child Missing Education
8	Review Schedule



Manor Road Primary School

Missing Child Policy

INTRODUCTION

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

RESPONSIBILITIES

Headteacher

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

Staff

It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Parents

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.

Governing Body

It is the responsibility of governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

PROCEDURES

Procedures aimed at reducing risk of a missing child

Start of the day:

- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- Clear procedures for welcoming children into the breakfast club and school. Staff meeting and greeting on the door. Doors closed at 8.55am.
- Children use appropriate entrance and walk independently to their classrooms:

- Ash, Elm and Oak Classes enter through their outside classroom doors via the small playground
 - Yew Class and Years 3 – 5 enter through the main playground doors
 - Year 6 enter through the main entrance doors
- The Fiddlers Lane gate and the playground gates are locked at 9.15am.

During lesson time:

- Staff take registers promptly and accurately – mornings and afternoons
- Blinds in the classroom are fully drawn up to ensure clear sight of children at all times when they are working outside
- All staff must ensure that the external gates to any outside area are locked when children are playing outside. The exception is the main gate
- If children leave the classroom security to work in other parts of the school, staff must ensure that adequate supervision is maintained at all times and all children are accounted for on return to the classroom
- Updated contact information for parents and carers is sought and maintained
- External classroom doors are locked at playtime and dinner time or when staff are out of the classroom for an extended period

Play time:

- Staff on playground before children come onto the playground.
- External gates locked, with the exception of the main gate
- Staff patrol zoned areas in playground
- Exit/ entry doors are closed behind the last member of staff as they come off the playground

Dinner time:

- As above
- SLT available at dinner time

Home time:

- A clear expectation that children are collected from school promptly at 3.30pm (or at the specified end of any enrichment activity) or booked into the after school club.
- A clear expectation that parents notify school in good time if they are going to be late to collect their child.
- Gates opened 10 minutes before home time to allow access for parents
- Pupils leave by the appropriate exit
 - Ash, Elm and Oak Classes through their outside classroom doors via the small playground
 - Yew Class and Years 3 – 5 through the main playground doors
 - Year 6 through the main entrance doors
- Pupils in Ash and Elm are collected by their parent or nominated responsible adult from the small playground
- Member of staff on the exit door
- Pupils inform staff if they cannot see parent and wait with a member of staff near the door

- Up to date list in Foundation Stage classrooms detailing how the pupils are to go home and with whom. All changes are made in writing or by Dojo message
- Staff to be responsible for their own class and ensure that all pupils are collected by the appropriate adult
- Staff to contact the parents of any child who has not been collected by 3.40pm

Visits:

- Thorough risk assessments and adequate staff/pupil ratios are provided when pupils leave the school premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school

Breakfast Club:

- There is a clear drop-off procedure for all children attending Breakfast Club which parents are required to follow.
- All children attending Breakfast Club are registered on their arrival.
- Children are escorted from Breakfast Club to the school hall at 8.45am and then escorted to the relevant classrooms by Breakfast Club staff.

Breakfast Enrichment Clubs:

- Children attending Breakfast Enrichment clubs are directed to their classrooms by the adult running the club.
- A robust system is in place for checking class registers every morning and any absences are followed up in a timely fashion.
- Appropriate supervision is in place on all open doors whilst children are coming into school in the morning to reduce the risk of any child leaving the premises.

After School Club:

- Register of all children booked into After School Club is created each day; any amendments are communicated to After School Club Manager by the school office.
- All children booked into After School Club are collected from their classrooms at the end of the day by After School Club Staff and escorted first to the school hall and then to the Annexe.
- Named member of Out of School Club Staff allocated to take the Register. Register to be completed by 3.45pm.
- Any exceptions to the expected register are followed up immediately.
- See separate Out of School Club Missing Child Policy for further specific procedures

After school enrichment clubs:

- Thorough risk assessment in place
- Register of pupils with contact numbers and details of how the pupils are to go home and who with.

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:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the SLT member immediately if the child is found
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the staff immediately
- Staff will begin a search of the area immediately
- The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child
- Staff to write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies

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

- Visit leader must ensure safety of remaining pupils. At least 2 staff must stay with them
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Procedures in the event of a child seen running off the premises

In the event of a child being seen leaving the premises:

- The member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible
- The member of staff should report to the Headteacher where they last saw the child and the direction the child was heading
- The member of staff should then return to their normal duties unless otherwise directed by the Headteacher
- As a general rule, staff should not pursue a child beyond the school boundary however in certain circumstances it may be appropriate to do so, eg to retrieve a child who has accidentally wandered out of an open gate or to follow/retrieve a child

with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action.

- Staff are expected to use their professional discretion in deciding whether it is appropriate to go beyond the school boundary in pursuance of such children.
- If a child is followed beyond the school boundary, the member of staff must behave in a manner which is not threatening to the child.
- The member of staff must not run after the child as this may cause the child to run into a dangerous situation, eg the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.
- In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

Child Missing Education Procedures

If at any point any member of staff at Manor Road becomes aware that a child may not be receiving an education, they must notify the Headteacher without delay. The Headteacher should then refer the matter to the LA Children Missing Education team so that the matter can be investigated. Relevant forms can be found on the Child Missing Education page on the Schools Portal.

A Child Missing Education (CME) is defined as a child of compulsory school age who is not on a school roll and not receiving an education via other means – for example, via Elective Home Education or an alternative provider such as a college. However, a child may still be at risk of missing education or missing out on education even if they are on a school roll and such cases should also be reported to the Local Authority.

This includes but is not limited to situations where:

- A child is on roll but has been excluded and no alternative provision is in place after 6 days
- A child has not been attending school and a home visit reveals that the family may have moved away
- A child has moved into the area but no arrangements have been made to access a new school
- A child has moved out of the area (this includes moving outside of the UK) or is about to move out of the area but no arrangements have been made to access a new school
- A child has been offered a school place, but parents have refused the place offered and the authority is not aware of alternative arrangements for the child's education
- A child is identified as a Child Missing Out On Education (on roll but not attending and no measures in place to address the non-attendance)

Advice regarding Child Missing Education is available from the CME team on 01257 517333 or email cme@lancashire.gov.uk.

POLICY REVIEW DETAILS		
Policy written by	Karen Marshall	January 2018
Policy reviewed	January 2025	Reviewed and moved on to new format.
Review schedule	As required	