

# **MISSING CHILD POLICY**

**Date Approved by Governors : September  
2017**

**Reviewed: April 2025 To be reviewed Oct**

# 2027

## Monkhouse Primary School Missing Child Policy

### Prevention:

Every effort is made to ensure that safety of the pupils whilst they are in the School's care.

All children are registered twice a day, at the start of the School day and at after lunch. The completed registers are returned to the School Office. Office staff are alerted if a child is unexpectedly absent so that concerns can be followed up and parents consulted.

The children are supervised at all times in or out of the classroom; from 8.30 a.m. in the yard, at breakfast club, during break times, meal times, PE or Games lessons and in after school facilities.

Boundaries at playtimes are clearly delineated as yards are enclosed, gate locked and the fields are behind the school building with adequate adult supervision.

Gates to the sole vehicular access to the premises are closed from 8.30pm until 8.55pm and 3.00 until 3.40 pm. Children are not allowed to cross the car park.

Any visitors to the School are recorded arriving and leaving using the iPad APP.

After School Club – Breakfast Club - Children are brought to classes by the OOSC member at 8.40am. Everyday the school office provide each class teacher with the names of the children in their class attending after school club. This is placed on the end of day procedure chart. **Staff need to remind children before the end of each day that they are in a club or OOSC.** At the end of the school day, there is a daily OOSC list for class teachers and OOSC staff collect the children from the classroom by 3.15pm; a register is taken before 3.20pm to identify anyone who may be missing before the children leave the school building.

All children who are in extra curricular clubs ( half termly lists are provided by the office staff to each class) are escorted from their class to the hall at 3.15pm and one member of staff supervises them until all the club leads arrive. Registers are taken at 3.20pm so that any missing children are noted by 3.20pm. Any child who is absent from school that day is noted in the club and OOSC register. If a child is not mentioned as A in a register and do not arrive at the club, the office is notified immediately to begin the process of identifying where they are.

At the end of the School day or after activities, the children are allowed to leave the School premises only if their parent or an adult approved by their parents has come to collect them. A list of these is provided for all class teachers at the start of each year. At the end of the club, the adult leading the club, escorts the children to the yard and identifies the parents or carers collecting them and dismiss them from here. External providers offering sports clubs, dismiss the children from the main hall or hall corridor to parents and carers in the reception area. They follow the same process that they hand a child over to the identified adult. Children in KS2 are only allowed

to leave the school premises alone if written permission has been given by the parent and is in the club register information. This permission will be kept on file in the school office.

If no approved adult is there at normal pick up time, the child will be supervised until 3.25 p.m. by the person on duty. If the relevant adult has not arrived to collect their child by 3.30 p.m. the child will be supervised in the reception area whilst enquiries are made and until they are collected. If a child is not collected by 5pm and staff cannot contact a responsible adult then a call to the front door is undertaken and appropriate child protection procedures are put in place.

When a child is collected from School during the School day whether due to illness or a prearranged appointment, they must **ALWAYS** be collected from the School Office so that *a note may be made in the register to record the fact that they are no longer on premises*. Pupils are not allowed to leave the School premises alone during the course of the School day.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe.

When there is a trip away from the School premises then it is the responsibility of the staff taking the trip to fill in a risk assessment form beforehand and submit it to the EVC at least one week before and the upload this to the evisit site for EVC and HT sign off; ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip. (see off site trip policy/procedures)

### **Missing Child Procedure:**

#### **Procedure 1 - If a child is noted to be missing from the School premises during the school day:**

- One member of staff (school staff and after school staff) should check the register and establish which child is missing.
- Check with the School Office immediately to ascertain whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform the Staff member on duty in the School Office of the situation.
- All available staff will check grounds, school gates and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The Staff member on duty in the School Office will contact the parents and immediate family contacts(unless there are reasons connected with the child's welfare that indicate that this should

not be done.) to discuss where their child may have gone.

- This phone call to parents should occur no more than 10 minutes after the child's absence was first noted. Following this, a phone call should be made to inform the police of the situation( \* this may depend of the age of the child).
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

### **Procedure 2 - If a child insists on leaving the premises:**

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises should be used.
- If appropriate, and enough staff are available to enable one to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough staff to leave the premises to observe the child the staff member on duty in the school office may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

This policy is distributed to all school staff, parents, governors and supply teachers.

**Monkhouse Primary Missing Child Record**

Date .....

Name of Child ..... Class .....

Time the child went missing .....

Time the child was located / found.....

Were the procedures for a 'missing child' followed? Yes / No

If not why ?.....  
.....  
.....

Were the Police contacted ? Yes / No

If not why?  
.....  
.....

Further Action to be taken  
and logged on CPOMs

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Signed ..... ( Head Teacher/SLT )

Signed .....( Extra curricular club)