



Runnymede
St Edward's
School

MISSING CHILD POLICY

Summer 2011

Review Date: Summer 2013

MISSING CHILD POLICY

This policy has been written in consultation with staff and governors of Runnymede St Edward's School and with due regard to the school's mission statement:

Runnymede St. Edward's School is a Catholic community which reflects the spirit of Edmund Rice and aims to inspire, challenge and support all.

The welfare of all children at Runnymede St Edward's School is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times.

The staffing ratios at Runnymede St Edward's School are appropriate and in line with statutory regulations, and are designed to ensure that all pupils are supervised whilst in the school's care.

The school playgrounds are surrounded by secure fencing and gates and doors are security coded. During school hours visitors to school must announce themselves via an external intercom system and use the designated approach and entrance. Visitors to the Nursery department announce themselves via an intercom system. Visitors into school must sign the appropriate register and wear a visitor's badge. As they leave visitors are asked to sign out and return the badge. Necessary checks are made of all visitors.

Procedures at the beginning and end of the school day aim to keep all pupils safe and reduce the risk of a child going missing.

Our current procedures are listed as follows:

- School opens at 8.30am
- Children in EYFS1 are taken directly to the nursery by parents or nominated adult and handed over to the supervisory nursery staff.
- Children in EYFS2 go directly to their classrooms where they are supervised by staff
- All KS1 and KS2 pupils are supervised on the KS2 playground by a members of staff until it is time to go to their classrooms
- In inclement weather KS1 and KS2 pupils are directed to the Ley Hall where they are supervised
- Children who attend the Out of Hours Kids Club Breakfast session, attend from 8.00am and are supervised by staff belonging to the Out of Hours Kids Club
- At the end of Breakfast Club the children are supervised and escorted to the appropriate school locations

LUNCHTIME

- EYFS1 children who attend the nursery am session are collected from the nursery by their parent or nominated adult
- EYFS1 who have a school lunch are escorted and supervised to lunch in the hall adjoining the nursery. The nursery children are supervised during lunch and when they 'play' after lunch either outdoors or indoors
- EYFS1 children who stay for a school lunch but not the afternoon session are collected by their parent or nominated adult from the dining area after lunch
- EYFS2 children are escorted and supervised to the dining room facilities and are supervised during lunch and after having their lunch at play, when they are escorted and supervised into the playground.
- KS1/KS2 children are escorted and supervised to the dining room facilities, supervised during lunch and when returning to the playgrounds. All children are supervised during lunchtime play.
- Children who attend lunchtime activity clubs or music lessons are collected from the appropriate playground by the staff responsible for the club or music lesson

AT THE END OF THE SCHOOL DAY:

- EYFS1 children are collected by their parents or nominated adult from the nursery department. EYFS2 children are escorted by their teacher to the front of the school building where they are collected by their parents or nominated adult.
- KS1/KS2 children are escorted by their teacher to the front of the school building where they are collected by their parent or nominated adult
- Children who are not collected at the due time are brought back into school and supervised whilst their parent/guardian are contacted using database information
- Children who are registered for after school care by the Out of Hours Kids Club are escorted to the club if they have a pre-booked place
- Children who are registered for the after school care facility and have not been collected at the end of the day are sent to the Out of Hours Kids Club
- Children who attend after school Extra Curricular clubs are collected by the member of staff responsible for the activity. Staff have a list of children who have signed up for the activity, and a register is taken.
- Children waiting for independent transport are supervised until the coach arrives.

REGISTRATION

A class register is taken at the beginning of the school day and at the beginning of the afternoon session. Parents are requested to telephone

school if a child is not able to attend the day's session, before school begins. If there is no notification, then school will contact the parents of those children who have been marked absent in the register.

Pupils who have external appointments during the school day must be signed out and signed in when they return. This register is kept in the Reception area.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM SCHOOL:

Our procedures are designed to ensure that a missing child is found as soon as possible. If a child was found to be missing the following actions would be employed:-

- Take a register in order to ensure that all the other children were present
- Ask adults and children if they can say when they remember seeing the child
- Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide
- Check doors, gates (& CCTV) for signs of entry/exit
- Inform the Headteacher and CP Officer
- Inform parents of what has happened, what action has been taken, and ask them to come to school
- Headteacher to arrange for staff to conduct a wider search of premises and grounds
- Headteacher to inform Police
- If the child's house is within walking distance, a member of staff to set off on foot to attempt to find child
- The school would co-operate fully with any Police investigation by Social Care
- The Child Protection Officer would inform the local Children's Safeguarding Board
- Headteacher to inform Chair of Governors
- Headteacher to inform ISI
- Headteacher to inform Insurers
- A report would be made under RIDDOR to the HSE (Health & Safety Executive)
- Ensure that all other children are kept calm and safe

A full record of all activities taken up to the Stage at which the child was found would be made for the incident report. If appropriate procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- Immediate head count taken to ensure all the other children were present
- An adult to search immediate vicinity
- Contact venue manager and arrange a search
- Inform Headteacher and Child Protection Officer by mobile phone
- Inform parents
- Contact Police
- Child Protection Officer to inform local Children in Safeguarding Board
- The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care
- Inform Chair of Governors
- ISI would be informed
- The Insurers would be informed
- (if the child is injured) A report would be made under RIDDOR to the HSE
- Remaining children taken back to school

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTION BY STAFF ONCE THE CHILD HAS BEEN FOUND

- Talk to, take care of, and if necessary comfort child
- The Headteacher to talk to parents to discuss events and give an account of the incident
- The Headteacher will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, staff-pupil ratio, when the child was last seen, what appeared to have happened (the purpose of the outing), the length of time the child was missing and how he/she appeared to go missing, lessons for the future
- Staff to speak to all children to ensure they understand why they should not leave the premises/separate from a group on an outing

We at Runnymede St Edward's School undertake to look after the children's safety throughout the time that he or she remains under our care.

This policy will be reviewed regularly in order to satisfy that all procedures both preventative and action, are robust and effective.