

MISSING CHILD POLICY

The safety of our pupils is our priority whilst they are in our care at Mayfield. This policy sets out our procedures for dealing with the unlikely event of a pupil, including pupils in the Early Years Foundation Stage, going missing.

Responsibilities

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

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

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

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 aimed at reducing risk of a missing pupil

Start of the day (See Attendance Policy Document)

- 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 pupils into the school (and Before School Club from September, 2009).
- Pupils are supervised in the courtyard from 8.30am. Three members of staff are on duty.
- Pupils enter school at 8.40am.
- Day begins at 8.45am, registration at 8.50am. Centenary Block door is secured at 9.00 am by staff on duty.
- Punctuality is essential and a late book is kept. Pupils arriving after 9.00 am should enter via the main front door and report to the school office in order for registers to be amended.
- Gates are locked at 9.00am with the exception of the main entrance gates.



During lesson time

- Staff mark registers promptly and accurately – mornings, afternoons, at BSC and ASC, and at After School extra-curricular activities.
- All staff must ensure that the external doors and gates to any outside area are locked during lesson times. The exception is the main gate.
- If pupils leave the classroom security to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.

Absentee Book (See Attendance Policy Document)

- Secretary to enter absentees in book DAILY.
- If a child is absent for part of the day, their name will be listed in Absentee Book (e.g. Out from 10.30 / in at 11.00) Name will be crossed out when child leaves/returns.
- If a child leaves early because of illness, secretary will note the absence in Absentee Book.

Play time

- Pupils escorted to the external doors by staff
- Staff on playground/paddock before pupils come onto the playground/paddock.
- External gates locked, except for the main gates
- At least 2 members of Staff patrol zoned areas in playground or on the paddock
- Exit/ entry doors are closed behind the last member of staff as they come off the playground

Dinnertime

11.30 – 12.25	All supervisors to assist Nursery lunch in both units.
12.30 – 1.00	Two Dinner Supervisors to supervise 1 st sitting lunch. Two Dinner Supervisors to supervise 2 nd sitting on paddock or hard play area.
1.00 – 1.30	One Dinner Supervisor to supervise 2 nd sitting lunch. Three Dinner Supervisors to supervise 1 st sitting on paddock or hard play area.
1.25 – 1.30	All pupils (Kg – LIII) line up in Forms on paddock or hard play area when bell rings at 1.25pm. Pupils walk into school, one Form at a time, Prefects help supervise at regular intervals along the school corridors



and stairs. All pupils should be back in Form rooms for Registration to begin at 1.30pm.

Pupils must be watched at all times and play area patrolled regularly by supervisor and duty staff. Any child injured while playing should be sent into school with a friend/older child and report to member of staff on duty in staff room. Injuries should be entered in accident book in First Aid Room.

Any misbehaviour should be reported to duty staff.

Members of staff on duty should :

Organise seating of sittings and supervise grace

Supervise both lunch sittings and the changeover

Shared Rota

Patrol corridors and outside play area during each sitting

Organise form prefects for wet lunch times.

All teaching staff should be in classrooms by 1.30pm

WET DINNER TIMES

When not eating, all Forms remain in classroom with Form Prefects and wet play activities. Dinner Supervisors monitor all Form rooms.

Duty staff patrol rooms

Hometime

- Gates opened at 3.00pm to allow access for parents
- Pre-Nursery and Nursery pupils are picked up by parent/guardian at 3.15pm from Nursery and Pre-Nursery classrooms
- Pre-Nursery and Nursery pupils are collected by their parent from the class carpet. Member of staff on the exit door
- Pupils have sight of parent before they leave through the door
- Pupils inform staff that they can see parent so staff aware they are leaving
- Up-to-date list in every classroom detailing how the pupils are to go home and with whom. Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.
- Staff take pupils to the door and ensure that all pupils are collected by the appropriate adult

- After 10 minutes pupils who are left wait with teaching assistants
- All pupils from Kindergarten up to Lower III leave with parent/guardian at 3.30 pm prompt via the Centenary Block door.
- Parents must notify the school office if their child is being collected by a non family member. Details are entered in the dismissal book which is collected by duty staff. The person collecting the child will then sign the dismissal book.
- Cars may not be brought down the school drive.
- Any pupils collected by taxis need to supply written request from parent to Headmaster. They wait on landing and are collected by taxi driver under supervision of member of staff on duty. ID required.
- Pupils who remain after 3.45pm are supervised by the teacher on duty until 4.00pm, then parents are contacted to arrange pick up of pupil. The pupil is then handed over to the care of the Head, Deputy or After School Club until parent/guardian picks up pupil.
- Pupils who attend after-school clubs should be collected from the foyer of the Art/Science building. Parents may wait here when the weather is inclement.

Visits (see Educational Visits policy in Health and Safety Policy)

- Thorough risk assessments and adequate staff/pupil ratios (no less than one staff member to 8 pupils) 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
- Regular head counts

After school 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.
- Pupils who attend after-school clubs should be collected from the foyer of the Art/Science building. Parents may wait here when the weather is inclement.
- Parents must notify the school office if their child is being collected by a non family member. The person collecting the child will then sign the child out on the after school club register.

Procedures in the event of a child going missing

In the unlikely 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 Headteacher, or in his absence, the next ranking member of the SMT.



- The Headteacher, or ranking member of SMT, will promptly but calmly round up all pupils to the Hall by sounding 5 blasts on the school lesson bells.
- The Head of Pastoral Care will lead an assembly. The safety and care of other pupils is paramount to 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.
- Form Teachers will count and name check all the pupils present against the register while the pupils are assembled in one place.
- AT THE SAME TIME, the Deputy Head will organise all other available staff to conduct a thorough search of the premises and notify the Headteacher, or ranking member of the SMT, if the child is found immediately.
- When searching commences, the extremities of the school will be secured and held until the internal search party have worked out to those points. The gates of Birmingham road and the Grammar school being critical.
- As soon as the search commences the school office will contact Queen Mary's Grammar School to report a missing pupil.
- The school office will print off the missing child's photo and personal details from SIMs, and complete a description of the child with help from the pupil's Form Teacher, to hand to the police when they arrive. The Form Teacher must try to remember and 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.
- A photo of the child will be displayed on the school office door for staff to reference.
- The Site Manager will make a thorough check of all exits 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.
- The Site Manager will be in contact with the school secretary via walkie-talkie, within the school buildings staff will be in contact with school office via the internal telephone system, staff outside the school buildings should have a mobile phone with them to remain in contact with the school office
- If the child has not been found by the time the register check in the Hall is completed, then the Deputy Head, or ranking member of SMT, will organise Form Teachers to search other areas of the school premises.
- The Headteacher will then dial 999 to report a missing child to the police.
- The school secretary will email a copy of the Missing Child Report form to Queen Mary's Grammar School.
- If the child has not been found by this time then parents should be notified. Parents or carers will be asked to bring with them a recent photograph of their child

In the unlikely event of a member of staff fearing that a pupil has gone missing within the nursery the following procedure will be implemented immediately:

- Member of staff who has noticed the missing child will calmly inform the Head of Nursery or Pre-Nursery.
- The Head of Nursery or Pre-Nursery will promptly but calmly round up all pupils to the Nursery steps by ringing the bell



- The next ranking Early Years Educator will read the pupils a story. The safety and care of other pupils is paramount to 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.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME, the Head of Nursery will organise all other available staff to conduct a thorough search of the premises.
- If the pupil is still not accounted for by the time the registers have been taken, then the Headteacher, or ranking member of the SMT, will be contacted who will then contact the police, sound 5 blasts on the school lesson bells to assemble main school pupils in the Hall and then follow procedures as above.
- During this period, staff will be continually searching for the missing pupil, whilst other pupils have a story read to them by staff.
- Any incidents must be recorded in writing on an incident report form.
- OFSTED must be contacted and informed of any incidents.

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

- Visit leader must ensure safety of remaining pupils. At least 2 staff must stay with them and take a register of pupils.
- One or more adults should immediately start searching for the child.
- If the child is not found after all other pupils are accounted for, the 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 going missing from After School Club or Before School Club

In the unlikely 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 Headteacher, or in his absence, the next ranking member of the SMT.
- The Headteacher, or ranking member of SMT, will promptly but calmly round up all pupils to the ASC or BSC classroom by sounding 5 blasts on the school lesson bells
- Two members of BSC or ASC staff will supervise the children. The safety and care of other pupils is paramount to 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.
- Staff will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME, the Deputy Head will organise all other available staff to conduct a thorough search of the premises and notify the Headteacher, or ranking member of the SMT, if the child is found immediately.



- When searching commences the extremities of the school will be secured and held until the internal search party have worked out to those points. The gates of Birmingham road and the Grammar school being critical.
- As soon as the search commences the Headteacher will contact Queen Mary's Grammar School to report a missing pupil.
- The Site Manager will make 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.
- The Site Manager will be in contact with the school secretary via walkie-talkie, within the school buildings staff will be in contact with school office via the internal telephone system, staff outside the school buildings should have a mobile phone with them to remain in contact with the school office
- If the child has not been found by the time the register check is completed, then the Headteacher, or ranking member of SMT, will organise any other staff to search other areas of the school premises.
- The Headteacher, or ranking member of SMT, will then dial 999 to report a missing child to the police.
- The Headteacher, or ranking member of SMT, will fill in the Missing Child Report form, with help from the BSC or ASC leader, to hand to the police when they arrive. The ASC/BSC leader must try to remember and 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.
- **T**he Headteacher, or ranking member of SMT, will email a copy of the Missing Child Report form to Queen Mary's Grammar School.
- If the child has not been found by this time then parents should be notified. Parents or carers will be asked to bring with them a recent photograph of their child.

Reviewed on: September 2023

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Head Teacher: Matthew Draper

Chair of Governors: Ed Ng

