

# Ash Grove Academy

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Belgrave Road  
Macclesfield  
Cheshire  
SK11 7TF

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## Policy

## Child Gone Missing

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Agreed by Policies Committee	Ratified by full Governing Body	Signed	Renewal Date (3 year cycle)
		----- Chair of Governors	

# Child Gone Missing Policy

## RATIONALE

Every effort is made to ensure the safety of all children whilst they are in our care at Ash Grove Academy. This policy sets out our procedures for maintaining safety and managing the unlikely event of a child going missing.

## RESPONSIBILITIES

- It is the responsibility of the **Headteacher** to ensure that all relevant staff are aware of this policy and the procedures to follow, and to ensure that the policy is reviewed on an agreed cycle. It is the responsibility of all **staff** to read this policy and act at all times according to its guidance.
- It is the responsibility of **parents and carers** to ensure they provide correct, updated contact information and know the procedures for the handing over of their child at the beginning and end of sessions.
- It is the responsibility of the **Governors** to ensure they are aware of the Academy's procedures and to challenge and support the Academy in its review of this policy.

## PROCEDURES AIMED AT REDUCING THE RISK OF A MISSING PUPIL

The child's annual photograph is attached to their pupil record for easy identification. Pupil information will be shared with the Police in the event that a search needs to be conducted.

### Start of the Day for Parents/Carers and Children

- Ensure parents/carers are fully aware of the points at which responsibility for the care of their child passes from the parents/carers to the staff and vice versa.
- Ensure updated contact information for parents/carers is sought and maintained.
- Ensure clear procedures are in place for welcoming children into the Academy. Staff meet and greet at the door. Entrance doors, other than the main entrance door, are all closed by 9.05 a.m. Pupils use designated playground entrances. Late children are signed in at the main office entrance.
- The main entrance is used between the hours of 8.55 a.m. and 3.35 p.m. once the external gates are locked.
- Staff mark registers promptly and accurately – mornings and afternoons.

### Outside Time/Lunch/Playtimes

- When children are outside they are protected by fencing and locked gates (manned gate for Nursery), and are supervised by adults at all times.
- If children leave the classroom to work in other parts of the Academy, staff will ensure that adequate supervision is maintained and all children are accounted for on return to the classroom.
- External doors, other than fire doors, leading onto playgrounds are locked before and after play and at dinner times. Fire doors must be in the closed position unless being used in an emergency. All staff members on duty have a responsibility to politely but firmly refuse entry to an adult to the school building or playground unless they are already escorted by a member of staff.

## **Learning Times**

- If a child leaves the learning environment without permission, the teacher must ensure that the child remains supervised, even if from a reasonable distance.
- Prior to the start of learning times, it is the teacher's responsibility to collect the children. In the event of PPA it is the staff in charge of PPA lessons who should collect and return the children.

## **Home Time**

- All children must be escorted to respective playgrounds by at least one member of staff.
- Staff take children to the playgrounds and ensure that all children are collected by the appropriate adult. After 10 minutes, children who remain uncollected go to the main entrance to wait, where admin staff will telephone the parent/carer.
- Children who are collected by an adult must have sight of their parent/carer before they leave the relevant staff member.
- For children in years 3 to 6, who tend to walk home by themselves, staff must ensure the children leave the Academy site safely. Infant children need to be collected by parents/carers.
- Up-to-date records are stored in the Academy office detailing how children are to go home and with whom. This list is reviewed at least at the beginning of each year and maintained with up-to-date contacts when parents/carers make any changes.

## **Visits**

- Thorough risk assessments and adequate staff/child ratios are provided when children leave the Academy premises on visits.
- There must be good communication between the trip leader and the Academy, and the teacher must keep a list of pupils taken on visits.
- Parents/carers are never left on their own with groups of children and should not be placed in a group with their own child, unless part of a specific risk assessment.
- Mobile phones must be taken on every visit and mobile contact numbers left at the Academy.

## PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

**In the event of a member of staff fearing that a child has gone missing whilst at the Academy, that member of staff must:**

- Calmly inform a member of the SLT, who will inform the most senior staff member immediately.
- Promptly but calmly round up all children to a pre-arranged area (the hall) and a designated member of staff will engage the children by reading a story or arranging another suitable calming activity.
- Count and name check all the children present against the register while the group is assembled in one place. At the same time all other available staff will conduct a thorough search of the premises and notify the SLT member and Headteacher if the child is found immediately.
- Conduct a thorough check of exits to ensure all gates/doors were locked and there were no other ways a child could have left the Academy. If something is discovered, this must be reported to SLT immediately.
- If the child remains unfound, staff will begin a search of the wider area, including the immediate vicinity.
- If the child has still not been found from the initial report of them missing, the police and then parents/carers must be notified. In the case of a Cared for Child, social care will be notified immediately via the Access Team or Designated Social Worker.
- Staff members will be requested to remember and write down a description of what the child was wearing and any distinguishing features, including if the missing child has any special medical or learning needs.

**In the event of a member of staff fearing that a child has gone missing whilst off Academy premises:**

- The Visit Leader must ensure the safety of the remaining children.
- A member of staff must notify the venue Manager to ensure all exits are supervised or closed.
- One or more adults should start searching for the child immediately.
- The Visit Leader should contact school to alert them.
- The school's Critical Incident Policy will be followed.

**In the event of a member of staff knowing that a child has gone missing:**

- Inform a member of the SLT.
- Parents are immediately informed.
- As many members of staff as possible are deployed to look for the missing child.
- After thirty minutes the police are informed, incident numbers will be issued.
- Staff will continue to look for the missing child.
- If the child is a Cared For Child all parties (parents/social workers/police) will be informed **immediately**.