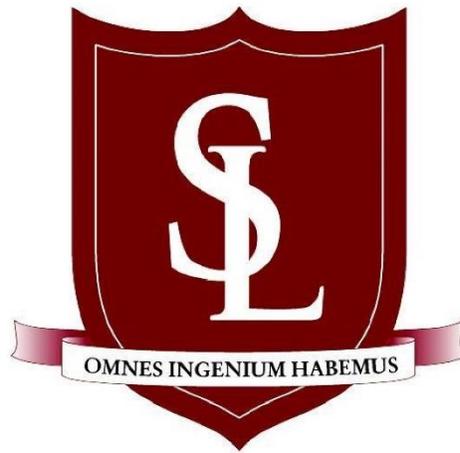

LOST OR MISSING CHILD POLICY



South Lee School

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Date Reviewed: October 2016**

Lost/Missing Child Policy

This policy applies to all pupils at South Lee School, including those in the EYFS.

1. PURPOSE

The Governors and Staff of South Lee School ('the School') are very aware of the importance of maintaining a high level of personal security within the School and for safeguarding pupils when they are in the charge of School staff.

The purpose of this procedure is to set out the measures that will be taken in the event that a child is unaccounted for and his/her whereabouts are not known.

2. ORGANISATION

2.1 Responsibilities

Management responsibility for the security of pupils is shared between the Governing Body, the Headmaster and the Bursar. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for security of pupils is the Headmaster or, in his absence, the Deputy Head.

2.2 Supervision

Arrangements for the supervision of pupils are as follows:

Breakfast Club (7.30am – 8am)

Direct supervision by member of staff and school cook.

Library Prep (8am – 8.30am)

Pupils who arrive early at school should go to the school library. Here they sign in and are directly supervised by a member of staff.

Start of the School day (8.30am)

Pupils should head to their classrooms. Direct supervision by Form Tutors and assistants.

Breaks

- ❖ Pre-Prep/EYFS: Class teachers / TAs directly supervise all pupils within clearly defined and secure play areas. At least two members of staff will be on duty at any one time, including one fully qualified teacher.
- ❖ Prep School: At least two members of teaching staff supervise pupils in the playground.
- ❖ If break is designated as a wet break, pupils return to their form rooms where they are supervised by their form tutors as a class.
- ❖ Pupils either remain in the School building or use the School playground and grass area (when weather allows) within clearly defined boundaries.

Lunchtime

- ❖ Pre-Prep / EYFS: Class teachers / TAs escort all pupils to the School hall where they directly supervise lunch. Pupils are then escorted back to the Pre-Prep/EYFS where they are directly supervised within clearly defined and secure play areas.

- ❖ Prep School: Most staff eat their lunch each day with the pupils in the school hall. There is a lead member of teaching staff who oversees proceedings, including tidying up. After pupils have been dismissed they play in the designated play areas outside and are supervised by lunchtime assistants and member of teaching staff.

End of the School day

- ❖ Pre-Prep/EYFS:
 - Parents/Guardians are required to collect their children from one of the two supervised pick up areas: Nowton Road or Mayfield Road entrance. Staff are on duty at the door at the end of each day.
 - Pupils remaining for clubs or after-school care are directly supervised by duty Class Teachers / TAs.
 - After School Care continues until 6pm. This is directly supervised by two members of staff.
- ❖ Prep School:
 - Parents/Guardians are required to collect their children from one of the two supervised pick up areas: Nowton Road or Mayfield Road entrance. Staff are on duty at the door at the end of each day.
 - Pupils remaining for clubs or prep, may attend tuck in South Lodge and then should report to clubs or prep where they will be registered.

After Clubs / First Prep

- ❖ Pick up is from Mayfield Road Door from 4.45pm - 5.15pm. Staff will supervise pick up.

Away fixtures / trips:

- All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to School and day pupils will be kept under the supervision of the trip leader until they have been signed out by parents. Parents wishing to collect their own and/or other children directly from the away venue must arrange this with the teacher in charge. Pupils are not allowed to be collected by other parents from an away venue without permission from the pupil's own parents.

2.3 Registration procedures and controls

- ❖ **General:** Morning registration takes place at 8.30am in Form Tutor groups. Afternoon registration is taken at 1.50pm in Form Tutor groups. On a Wednesday afternoon, pupils will be registered by the member of staff who takes them for matches from the match list. Any absences will be telephoned through to the school office who will follow up. Pupils not in a match should register with RW and other members of staff not involved in matches (in years 4 and 5) and PMB (LDJ) and other members of staff not involved in matches (in years 6, 7 and 8). Pupils who are off games will be registered with the non-match children and then will be sent to the designated member of staff for supervision.
- ❖ **Late book:** Pupils who are unable to attend registration for any reason are required to sign in at the school office as soon as they arrive at school.
- ❖ **EYFS:**
 - Children arrive at the EYFS at 8.30 am and 9.00 am Monday to Friday inclusive. When they arrive, they are greeted by a member of EYFS staff and the member of staff will sign them in by highlighting them on the classlist adding a time of arrival.

- ❖ **Trips / visits / away sports fixtures:** Staff that are responsible for the trip are required to make sure that the office knows and provide them with a list of children who will be off site. This is in accordance with the School's policy and procedures for Trips and Visits.
- ❖ **Ad hoc absence:** Individual pupils leaving the School site during the day for any reason must be signed out by their parent / guardian and signed back in again in the School Office upon their return.

2.3.1 Procedures for collating information and for checking absentees:

Registration

- ❖ Parents / guardians are requested to contact the school office School by 9am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.
- ❖ Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the school office (Kelly Whipp).
- ❖ Teaching staff are required to complete registration by the electronic registration process (Engage). If for any reason the electronic system is not working, teaching staff must register their children on paper. Registration information must be passed to the school office by 8.50 am and 2pm.
- ❖ Teaching staff (EYFS) will complete registration by 9.00 am.
- ❖ Any pupils not accounted for will be located following procedures laid out in this policy. Parents of pupils who are absent, but who have not called in to say that they are ill, will be telephoned.
- ❖ At the end of each day, pupils are handed over to parents or guardians by form teachers and duty staff. Those children who are attending clubs or prep are registered at tuck and inform the duty member of staff if they are doing prep or clubs. After prep or clubs, pupils either transfer to second prep (Year 5 classroom) where they are registered or they are handed over to parents at either Nowton or Mayfield door.

3. PROCEDURE TO BE FOLLOWED IN THE EVENT THAT A CHILD IS UNACCOUNTED FOR

3.1 Normal School hours (8.00 am – 3.45 pm)

In the event that a pupil does not attend registration (am or pm) and:

- ❖ This is not a planned / authorised absence
- ❖ No message has been received from either parents or staff to confirm the whereabouts of the child

∴ action will be taken by the school office as follows:

It is important to establish whether the pupil has arrived at school or not. Check registers and ask staff and pupils regarding sightings.

a) If a pupil has not been seen at school:

- a. Check the School Office diary / weekly calendar to see where they might be.

- b. Contact parents/guardians to find out if the child has been kept away / removed from the School by them for any reason.

b) If a pupil has been at school and has subsequently gone missing:

1. Ring / look around all the likely places that the child may be within the School.
 - With the School Nurse
 - Music lesson
 - ID lesson
 - Changing rooms
 - Wash facilities
 - Classrooms / computer rooms
 - Sports Hall / Sports fields
2. Inform the Headmaster or, in his absence, the Deputy Head (who will take control of the situation from this point).
3. Check school diary, speak to children in year group 'Have you seen so and so?', ask for last sightings and note mental state of child when last seen.
4. Contact home. Parents should stay at home in case child goes there.
5. Sound the fire alarm and check all children present.
6. If child is still missing, contact the police to report a missing child.
7. Telephone lines should remain as free as possible so that messages are not delayed.
8. If there is no threat to other pupils, school activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

The advice of the Police should be sought and any instructions they give must be followed carefully. Serious consideration should be given to:

- (a) Anything the missing pupil is reported to have said and anything other pupils may say, regarding the intentions and state of mind of the missing pupil;
- (b) The direction he or she might take if heading for home;
- (c) Any reports of strangers and suspicious persons on or near the School premises.

N.B. 1. In the event of a pupil being absent without permission from a lesson, game or any organised activity, it is the responsibility of the member of Staff in charge of that activity to check up on that pupil's absence as soon as possible.

N.B. 2. In the event of a pupil being lost on any outing from School, the Headteacher and the police must be immediately informed.

If a child is lost, we shall ensure that a search for the child is made as soon as possible, that parents and authorities are notified at the appropriate stage and a high level of care is maintained to other children at the school whilst procedures are followed.

3.3 Trips and Visits (away from the School site)

We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by staff. If coach travel is part of the outing, the number of pupils will be counted and double-checked

on the coach prior to leaving. Staff take a proactive approach in order to avoid such situations occurring: see Trips and Visits policy.

In the event that a child goes missing during a trip away from the school site, action should be taken as follows:

- If the child is lost at the outing's venue, the group leader will insist that all adults and children return to a meeting point.
- A count will be made to confirm all who are present. Staff and pupils will be asked when they last saw the child, and what clothes he/she was wearing. All adults will be asked to look for the child as they proceed with the outing, and a member of staff will stay at the meeting point so that if the child is found, this can be reported to the group leader.
- The group leader will alert officials at the venue that there is a missing child and take their advice.
- The group leader will call school to report on the situation and seek guidance from a member of the Head/SMT. The Head / SMT will contact the parents in order that staff at the venue can concentrate on finding the missing child.
- The police should be telephoned to report the situation and staff will follow their advice.
- Staff will not speak to the media and will refer them to the Headmaster or police.

3.4 Record keeping

In the event that a child goes missing from school, a written record will be made of the incident, the action taken and the reason why the child was missing. The record will be kept on the individual pupil file and the incident will be shared with relevant staff in order to avoid a repeat incident.