



## CHURCH VALLEY SCHOOLS FEDERATION

### MISSING CHILD POLICY

The Governors and staff of the Church Valley Schools Federation consider the security and safety of our children to be paramount.

The school sets out very clear procedures for children, parents and staff about children entering school at the beginning of the day and leaving school at the end of the school day.

#### **Responsibilities**

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9.30am and again before 1.30pm.

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

If a parent takes a pupil out of school during the day, they must sign them out at the office.

It is the responsibility of the Governing Body to ensure that they are aware of the school's procedures and to challenge/support the school in its review of the policy.

#### **Arrival of the children**

All parents are instructed not to bring their child/children onto the school premises before 8.45 am.

A member of staff is present at the front gate to welcome parents and children and to ensure that the children do not leave the premises once they are at school. Another member of staff is present on the playground to ensure the health and safety of the children before the start of the school day. Once the bell rings, children line up and are collected by their class teachers and directed into class.

Once all parents have left the school grounds, the gates are secured.

On rainy days or when ice is present pupils proceed directly to class.

#### **Absent children**

Messages from parents regarding absent children are sent to the teacher by the office. All parents should contact school to notify them if their child is absent. For those children who are absent and the school has not received a message, the school office will contact those parents as soon as possible.

#### **Late Attendance**

Children that arrive after 9 am should enter the front of the building and report to the school office, where they have to sign in.



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#### **Inside school**

We recognise that children are required to perform tasks outside the classroom. Class teachers and Teaching Assistants should be aware of the time it should take to perform a task and look for children who are absent for longer than is required. If pupils leave the classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

#### **Playtime**

We have a timetable of staff that should be on duty at playtime. Children are not left unattended on the playground. If any emergency should arise, one member of staff will remain with the children on the playground.

#### **Lunchtime**

The school's SMSAs are responsible for the supervision of the children during lunchtime. Two members of staff are present on the playground whilst another two members of staff are present in the Hall whilst the children have their lunch.

#### **In the event of evacuation**

The main assembly point is at the far end of the playground, along the fence. Classes will line up in order, with Class1 nearest to the fence.

In the event of a fire or other emergency at the rear of the playground an alternative point may be used. Suggested sites are the area to the side of the school, on the tarmac playground. This will be assessed at the time and advice may be taken from the emergency services, which will be communicated to staff as necessary.

The key priority is to get the children out of the building and to a point of safety, quickly and efficiently:

- The Admin Officer will collect the class registers, visitor's book and a mobile phone and proceed to the playground assembly point
- The Class Teachers will lead children out of the classroom to the assembly point in the playground
- All other adults in school, on hearing the Fire Alarm, will proceed to the assembly point in the playground
- The Headteacher/ member of SLT will move through the building checking toilets and all other areas to ensure the building is clear.
- Once the registers are completed teachers will hold them in the air and the Headteacher/member of SLT will check that all children are present.
- The Headteacher will then check the situation to ascertain whether it is safe to return to the building or take alternative action.
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#### **Departure from school**

At the end of the school day, EYFS and KS1, Class 1 and 2 children are directly handed over to their parents/carers.

The parent/carer must inform the school in the morning or during the day if any one else is going to collect their child.



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Children will not be released into the care of another adult without prior consent of the child's parents. If a parent fails to collect their child at the appropriate time, the child is brought back into the school and the parent will be contacted. If no contact is made, then the child will remain in school until a reasonable amount of time has elapsed to allow for unforeseen circumstances. Social Services will be contacted if no contact can be established with the child's parents or an agreed alternative contact.

#### **After School Clubs**

Consent forms should be obtained from parents and staff should be aware of any details about how their child will get home. A register of pupils should be taken before each activity.

#### **Educational Visits**

Before undertaking any Educational Visits all Leaders should discuss their proposal with the EVC and fill out a Visit Form on the council's Evolve website. This ensures that the following have been discussed and agreed upon:

- visit type (overseas, residential, adventurous activity, other)
- purpose of visit
- visit dates and times
- destination and travel arrangements
- staffing and attendees
- emergency school contact details
- documentation
- special needs/requirements
- risk assessment

Once this form has been completed, the EVC will then send the document for the Headteacher to inform the Local Authority.

- Once the EVC has agreed to the visit the parents shall be informed by standard letter of the full details of the visit including costs, supervision, clothing requirements.
- Other supervising adults should be briefed as to their roles on the visit.

The parents of children taking part in an off-site activity should be provided with all appropriate information about the intended visit. Parents must give their permission in writing before a child can be involved in any off-site activities. Children who are not collected promptly following an educational visit are kept within the school building to allow for the arrival of the parents/carers. If a parent fails to collect their child at the appropriate time, the child is brought back into the school and the parent will be contacted. If no contact is made, then the child will remain in school until a reasonable amount of time has elapsed to allow for unforeseen circumstances. Social Services will be contacted if no contact can be established with the child's parents or an agreed suitable alternative.

#### **Family difficulties**

In the event of family discord, all staff involved with the child/children concerned will be privy to any information that will protect the child/ren.



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#### **In the event that a child goes missing from school**

If a teacher suspects that a child is missing from a lesson or activity, they should contact the nearest member of the SMT and school office immediately. The SMT member and any teaching assistants will carry out a thorough search of the building, including any outside areas, toilets and storage areas. All other children are kept together.

The following lists held in the office will be checked:

- Attendance Registers
- Signing In Book
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If necessary, staff will promptly but calmly round up all the children and two designated members of staff will supervise the children. The safety and care of the other pupils is paramount so the security and safety of the school and any number of staff remaining to supervise the other pupils must be adequately maintained while the search continues. The school will ascertain who last saw the child and what they were doing.

All adults not caring for the other children will make a search of the premises and inform anyone else using the building.

If the child is still not found after an initial search, the office should inform the Headteacher or Deputy Headteacher.

The child's parents/carers will be informed without causing alarm.

The Headteacher will inform all involved in the search as soon as the child is found.

#### **Children who go missing whilst on an educational visit**

All other children are kept together.

All adults will ascertain who last saw the child and what they were doing.

The Headteacher will be notified immediately.

The manager of the location, where appropriate, will be notified.

The police will be informed as soon as it becomes necessary.

The parents/carers of the child will be notified.

This policy should be read in conjunction with the following policy:

- Educational Visits Policy
- Child Protection Policy
- Health and Safety
- Fire and Evacuation Procedures

#### **Monitoring and Review**

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.

Signed:

Head teacher



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Date of policy: February 2016

Date of Review: February 2018