



St Mary Magdalen's Catholic Primary School Missing Child Policy

Nurturing Hearts and Minds

Prevention:

- Every effort is made to ensure that safety of the pupils whilst they are in the School's care. To prevent a child going missing all children are registered twice a day, at the start of the School day and at after lunch. The completed registers are returned to the School Office so that they can follow up any absences and call parents.
- The gate is locked at 8.55am. Children arriving after that time must be brought to the main entrance and be signed in by their parent through the electronic Inventory system. If they are signed in before 9.0am the child will not be marked late but it will ensure they are not missed on the register being taken at 9.0am.
- When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip.
- The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE lessons, and after school clubs . At the end of the School day or after activities, the infant children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them.
- Children in Year 1 and Year 2 are handed over to parents.
- The parents of children in Year 2 need to let staff know if they wish their child to be handed directly to them. The Year 2 teacher will keep these children back to hand them over.
- Children in Year 3 are watched until they are in the care of their parent/carer.
- Children in 4 and 5 are allowed to leave to meet their parents at an agreed spot but must return if parent is not there.
- Children in Years 5-6 are only allowed to leave the school premises alone if permission has been given by the parent. Permission must be given in writing or done online through Parentmail. If no approved adult is there at normal pick up time, the child will be supervised and every effort will be made to contact the parent.
- When a child is collected from School during the School day whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that they can be signed out on the Inventory system to record the fact that they are no longer on premises.
- Pupils are not allowed to leave the School premises on their own during the course of the School day.
- In the event that a parent cannot pick up their child and is sending someone else to pick them up then they must telephone school and give clear details as to who will be picking up their child.

- It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe.
- Any visitors to the School are recorded arriving and leaving.
- Parents who come to School during the School day or after the day has ended are requested to report to the School office.

Missing Child Procedure:

Procedure 1 - If a child is noted to be missing from the School premises:

- One member of staff should call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform the Staff member on duty in the School Office of the situation.
- All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The Staff member on duty in the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record on CPOMs.

Procedure 2 - If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately.
- If appropriate, and enough Staff are available to enable one to leave the Premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff to leave the premises to observe the child the Staff member on duty in the School Office may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record on CPOMs.