MISSING CHILD POLICY
(DURING THE SCHOOL DAY)

A hardcopy of this policy is available to all governors and parents on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

Contents

1.   Introduction

Pupils are supervised at all times during the school day and are not allowed to leave the premises without a parent, carer or member of staff.

This policy is designed to put into place swift and effective actions to locate any missing pupil and to notify and involve parents and the authorities at every appropriate point in the unlikely event that a pupil goes missing from the school premises, sporting facility or a trip.

2.   School Premises

- If a pupil cannot be found by a member of staff. The office must be informed. They will confirm whether a parent or carer has signed out the pupil.

- If the pupil has gone missing they will inform the Head/Deputy Head (or another member of SLT/SMT, if they are not on site) who will co-ordinate the search for the pupil. This will include a thorough 15 minute search of the classrooms, storage areas, toilets, the school building and the school grounds etc.

- If after the search the pupil is not found the parents will be telephoned to check that the pupil should still be on the premises (i.e. the pupil has been collected and not signed out) and if the pupil is missing the police will be informed immediately.

- In the meantime, the members of staff, who are not supervising pupils, will be sent to search the immediate vicinity of the school.

- Immediately after the event, the Missing Pupil Report form (see appendix for form or W drive under Child Protection & Safeguarding or the Staff Safeguarding page on Frog) must be written up by the member of staff who was first alerted to the fact the pupil was missing under the guidance of the SLTmember involved.

- Following the incident, the Head will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again and inform the Chairman of Governors.

3.   At beginning and end of School Day

- If the pupil goes missing after drop off and before registration or during pick up at the end of the day the school office is informed. If the carer or parent is on site, they are asked to go back to where they last saw the pupil. The Head/Deputy Head will be informed (or if they are not present a member of SLT). They will co-ordinate the search, which will include the school as well as the immediate vicinity of the school, and if appropriate, the route the pupil walks home. If the pupil is not found within 15 minutes the police will be called.

- If the pupil is not in the club or Owls Club when the parent or carer comes to collect them at the end of the school day the school office is informed. They will check with the class teacher/assistant who the pupil said good-bye to at the end of the day and inform the Head/Deputy Head (or another member of SLT, if they are not on site). They will co-ordinate a thorough search, which will include the classrooms, storage areas, toilets, cloakrooms, the school building and the school grounds etc. If the parent did not come to pick up the pupil, they will be informed and will be asked if the pupil could have possibly gone home with anyone else. This should all have happened within 15 minutes. If that is not the case the search will be widen to include the immediate vicinity of the school and the route the pupil walks home, if relevant and at the same time the police will be called.

- Immediately after the event, the Missing Pupil Report form must be written up by the member of staff who was first alerted to the fact the pupil was missing under the guidance of the SLT member involved.

- Following the incident, the Head will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again and inform the Chair of Governors.

4. Sporting Facilities e.g. Trinity Fields, Tooting Hard Courts or Tooting Leisure Centre etc.

- If a pupil goes missing off site at a sporting facility the teacher in charge will firstly make sure the remaining pupils are safely cared for by the other staff.

- They will then coordinate a search of the local vicinity and inform the venue staff, if appropriate.

- If unsuccessful, they will inform the school office and the Head/Deputy Head (or another member of SLT, if they are not on site) will be informed. The teacher in charge will then inform the parents before contacting the police. The police should be called within 15 minutes of the pupil going missing.

- If the media find out no member of staff or pupil speaks to them and they are referred to the Head.

- As soon as possible after the event, the lead teacher must complete the Missing Pupil Report form.

- Following the incident, the Head will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again and inform the Chair of Governors.

5. During an educational visit/residential trip

- All pupils are given a buddy on trips for whom they are responsible, e.g. the pupils have to make sure that their buddy is there when the group move from one place to another. The pupils wear blue wrist bands with the school telephone number on. Two members of staff always count the number of pupils frequently throughout the day, one from the back of the line and the other from the front.

- However, we appreciate that a pupil may go missing during a trip. If so, the teacher in charge will firstly make sure the remaining pupils are safely cared for by the other staff.

- They will then co-ordinate a search of the local vicinity and inform the venue staff, if appropriate.

- If unsuccessful, they will inform the school office and the Head/Deputy Head will be advised. The trip leader then informs the parents and the trip leader will then call the police. The police should be called within 15 minutes of the pupil going missing.

- If the media find out no member of staff or pupil speaks to them and they are referred to the Head.

- As soon as possible after the Missing Pupil Report form must be completed by the trip leader.

- Following the incident, the Head will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again and inform the Chairman of Governors.

6. If a pupil runs away from school, during a trip or sporting event

- If a pupil runs away from school and is in the eye line of adults. The adult should call after the pupil or try and talk to the pupil to try and get them to come back. Under no circumstances should a member of staff physically restrain or grab the pupil, unless the pupil is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g. running onto the road. Please see guidance in Positive Handling and Physical Intervention policy.

- The teacher in charge will firstly make sure the remaining pupils are safely cared for by the staff before coordinating a search to find the pupil or to bring them back to school.

- The school office will be called and the Head/Deputy Head informed (or another member of SLT, if they are not on site) and extra staff sent if appropriate.

- If the pupil is not found, the parents will be informed and the police called. The police should be called within 15 minutes of the pupil going missing.

- Following the event, the parents will be asked to attend a meeting to discuss the event and strategies to be put in place to ensure this does not happen again.

- As soon as possible after the Missing Pupil Report form must be completed by the lead teacher.

- Following the incident, the Head will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again and inform the Chairman of Governors.

Appendix 1: Missing Pupil Report

MISSING PUPIL REPORT

Name of Pupil		D.o.B	Class

When did the incident occur?			
Date	Day of Week	Time	Where

Staff Involved:		
Name	Responsibility at time of incident (class teacher, club leader etc..)	Staff Signature

When was the pupil last seen (estimate time of this) and what were they doing:

What time is it estimated the pupil went missing:

Who was first aware that the pupil was possibly missing and why?

Who was informed:			
School Office ☐ Time: By (initials):	Head ☐ Time: By (initials):	Deputy Head ☐ Time: By (initials):	Other (give initials) ☐ Time: ☐ Time:
Areas Checked: Signing In/Out Book: ☐ Time: By (initials):	Late Room: ☐ Time: By (initials):	Other Clubs: ☐ Time: By (initials):	Boys and Girls Cloakrooms: ☐ Time: By (initials):
Toilets: ☐ Time: By (initials):	Wendy Houses & Sheds: ☐ Time: By (initials):	Scooter Park: ☐ Time: By (initials):	169 Basement, Kitchens, Facilities Office, Top Office, OT Room/office:☐ Time: By (initials):
169/171 Classrooms and Workrooms: ☐ Time: By (initials):	Specialist Classrooms: ☐ Time: By (initials):	Emma Thornton Building: ☐ Time: By (initials):	Reception Block: ☐ Time: By (initials):
Trinity Fields and pavilions/sheds: ☐ Time: By (initials):	Minibuses: ☐ Time: By (initials):	Front Gardens / playground: ☐ Time: By (initials):	Trinity Nursing Home carpark/side access road: ☐ Time: By (initials):

Parents Phoned: By: Time: Comments:
Search of the school conducted by/findings:
Search of adjacent streets conducted by/findings:
Police Notified: By: Time: Comments:
Outcome:

Signature of Headteacher: Date: