



BRIDGEWATER PRIMARY SCHOOL

MISSING CHILD POLICY

1 INTRODUCTION

Bridgewater Primary School, Out of School Club and Nursery have the highest regard for the safety of the children within their care. Staff will always be aware of the potential for children to go missing during the school day and extra-curricular sessions. 'Staff' includes employees, visiting activity providers and volunteers.

2 MISSING CHILD PROCEDURE:

In the event that a child goes missing the following procedures will be followed and a record of timings will be kept:

- Commence a thorough search of the immediate area where the child was last seen. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised
- Inform the school office
- Search the site and grounds. All staff will be extra vigilant to any potentially suspicious behaviour or persons in or around the school premises, including any unknown persons, whose identity will be checked.
- The manager may request additional support for this search from members of the school staff to ensure that it is speedily undertaken and comprehensive.
- The car park will be immediately searched to reduce the risk of any potential accident from moving vehicles.
- Inform the parent / carer
- If there has been no response from the parent / carer inform the Head Teacher, SENDCo / Deputy Head or other member of the SLT.
- If after 15 minutes of thorough searching the child is still missing and there has been no result from the parent, contact the police
- Whilst waiting for the police and the parent / carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children.
- The Manager and the Head teacher or her Deputy will liaise with the police and the child's parent or carer.
- Once the incident is resolved the Head teacher and Manager will review relevant policies and procedures and implement any necessary changes.
- All incidents of children going missing from the School Nursery or Out of School Club will be recorded in the relevant Incident Record Book and **serious** incidents will be reported to Ofsted as soon as is practicable.

- A serious incident includes any in which an EYFS pupil leaves the school premises unaccompanied by an adult member of staff, an appropriate family member or responsible adult nominated by the parent/carer or when a child has entered sealed off areas such as the car park or swale where there could be levels of increased risk to their safety.

3 CHILD FAILS TO ARRIVE AT SCHOOL OR NURSERY

Parents / carers are responsible for ensuring their child/children arrive at school in time for registration. Parents must inform the school if their child will not be attending school. Leave of absence request forms are available for planned absences a full day or more should be completed and returned to the school office at least two weeks prior to the absence where possible. Parents should complete an absence form for absences of less than 1 day, for medical appointments etc. Parents are requested to contact the school by phone or email by 9.00am to advise if their child is absent due to illness, providing details.

If a child is not present when class registers are taken parents will be normally be contacted by text.

4 CHILD FAILS TO ARRIVE AT THE OUT OF SCHOOL CLUB (OSC)

Morning sessions:

Parents / carers are responsible for ensuring all children are brought and signed in to the OSC. Children in years 4, 5 and 6 may present themselves at the morning Club provided parents have given written permission for their child to walk to school and have confirmed that they take full responsibility for their child arriving at the Club (see Appendix 1). **If a child is not present when class registers are taken parents will be contacted by text unless a reason has been provided.**

Head counts of all children at the OSC are taken every 15 minutes will be taken within half an hour of start of each session. The whereabouts of all children on the register will be accounted for. Children attending morning clubs will be taken to activities by a member of staff and signed out from the OSC. Club leaders/coaches will take responsibility for the child and ensuring they are either returned to the OSC or taken to class. This will be made clear at the hand over.

Afternoon sessions:

Children booked into the OSC will be collected directly from their classes at the end of the school day by a member of staff. The OSC staff will liaise directly with

class teachers to clarify whether missing children have attended school that day or are attending a club prior to the OSC.

A register of all children will be taken within half an hour of start of each session. The whereabouts of all children on the register will be accounted for.

Children initially attending other clubs and organised activities after school will be taken to the OSC at the end of the activity by an adult. A register of these children will be taken within 15 minutes of the activity / club finishing. Staff will liaise directly with adults running the clubs to clarify the whereabouts of any missing children.

Procedures:

In the event that a child has not appeared in the club to be registered the OSC manager will:

- Check the message book, OSC emails and telephone messages for possible cancellation
- Check with the school office to confirm whether the child has been in school that day or whether they have been collected early
- Check with the class teacher

5 CHILD GOES MISSING DURING THE SCHOOL DAY

The school office informs class teachers of all planned absences and the office records details of all children that are collected during the school day. Children are not permitted to leave the school site unaccompanied during the school day. Registers are taken at the start of the afternoon session and the school office is advised of any absences. Where a child's absence cannot be accounted for the office will follow the procedures defined in section 2.

6 CHILD GOES MISSING DURING AN OUT OF SCHOOL CLUB OR NURSERY SESSION

Staff undertake periodic head counts throughout the sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session they must inform the OSC Manager / Nursery Leader and other staff that the child is missing and the OSC Manager / Nursery Leader will follow the procedures as defined in section 2.

7 UNCOLLECTED CHILD AT THE END OF THE SCHOOL DAY

At the end of the every school day, class teachers are responsible for ensuring that children are collected by a safe named parent, carer or designated adult (16 years or over). Children in the Reception, year 1 and 2 classes are collected from the class door and parents are asked to advise the school office, in advance, if there any changes to who will be collecting their child. Staff do not allow a child to leave with an unnamed adult unless they have had authority from the parent, this may be by telephone. Children in year 4 are allowed to walk to the school gate provided parents have given written permission and confirmed that their child will be collected from the school gate by a responsible adult. Children in years 5 and 6 may walk home unaccompanied provided that parents have given written permission confirming that they take full responsibility for their child once they leave the school. Teachers check registers for clubs to ensure that children who have not been collected are accounted for.

Procedure to be followed if a child has not been collected:

- Parents will be contacted. If parents are not contactable messages will whenever possible be left on an answer machine.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
- If, after 30 minutes, no contact is made with the parent, carer or designated adult, the child will be taken to the Out of School Club (if appropriate).
- The school will continue to attempt to contact the parent and if after a further period of 30 minutes has elapsed the police will be contacted for advice.
- In the event of the Police being called, the school will attempt to leave a further telephone message with the parent/carers or designated adult's answer phone, where available. If the child is taken from the school to a place of safety, a note in an envelope, for the parent/carers or designated adult will be left on the school gate. The note will reassure them of their child's safety and ask them to call the club's mobile phone number or Police phone number.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises unless absolutely necessary. Two members of staff will remain with the child.
- The child will remain in the care of the school until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police.

Incidents of consistent late collection will be reported to the school's SENDCo as a Safeguarding concern and discussed with parents/carers at the earliest

opportunity. Further support will be offered and if any safeguarding concerns are identified appropriate action will be taken.

8 UNCOLLECTED CHILD FROM THE OUT OF SCHOOL CLUB

At the end of the every After School session, the Club will ensure that all children are collected by a safe named parent, carer or designated adult (16 years or over). The Club operates a password system for the collection of child, where parents have asked for their child to be collected by another responsible adult not already named on the booking form.

Children in year 6 may walk home unaccompanied provided that parents have given written permission confirming that they take full responsibility for their child once they leave the club (see Appendix 2). Parents **must** contact the Club or school on the day to confirm the time that they wish their child to leave and the child's destination, this will be documented in the OSC diary. This policy is extended to year 5 children during the summer term only.

If for some reason a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is more than 5 minutes late in collecting their child, the Manager will call the parent, carer or designated adult, and use any other emergency contact details available in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- As a PFI school the main school building is locked promptly at 6pm. If a parent / carer or designated adult is 10 minutes late the caretaking team will be informed and asked to extend opening of the school. If this is not possible then the child and 2 members of staff will vacate the school, moving outside to the school entrance to await collection.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.
- If, after repeated attempts, no contact is made with the parent, carer or designated adult, and a further period of 30 minutes has elapsed, the Manager will call the Police non-emergency telephone number (101) for advice.

- In the event of the Police being called, the Manager will attempt to leave a further telephone message with the parent/carer or designated adult's answer phone, where available. If the child is taken from the club to a place of safety, a note in an envelope, for the parent/carer or designated adult will be left on the school gate. The note will reassure them of their child's safety and ask them to call the club's mobile phone number or Police phone number.
- Under no circumstances will a child be taken to the home of a member of staff, or away from the school premises unless absolutely necessary. Two members of staff will remain with the child.
- The child will remain in the care of the Club until they are collected by the parent, carer or designated adult, or until alternative arrangements are initiated by the Police.

Incidents of late collection will be recorded by the Manager on the 'Late Collection Register' and collections after 5.55pm will also be logged in the Incident Book, and discussed with parents/carers at the earliest opportunity. Parents / carers will be informed of the charges for late collection and persistent late collection may result the loss of their child's place at the Club.

5 POLICY REVIEW

This policy will be reviewed annually by the Learning and Teaching Committee who will make recommendations for changes to the Governing Body.

This policy should be read alongside the Bridgewater Safeguarding and Child Protection Policy, The Adult Code of Conduct and the Critical Incident Plan.

Reviewed by the Learning and Teaching Committee on 4th October 2017

Ratified by the Full Governing Body on 1st November 2017

Signed: _____

Date: _____

Mary Kay,
Chair of Governing Body

Appendix 1: Permission to Arrive at Out of School Club Unaccompanied Form



OUT OF SCHOOL CLUB

PERMISSION FOR MY CHILD TO ARRIVE AT SCHOOL UNACCOMPANIED

Parents / carers are responsible for ensuring all children are brought and signed in to the OSC. Children in years 4, 5 and 6 may present themselves at the morning Club provided parents have given written permission for their child to walk to school and have confirmed that they take full responsibility for their child arriving at the Club.

Permission slip to arrive unaccompanied at school (Years 4, 5 and 6 only):

I give permission for my child to walk to the Out of School Club unaccompanied on the following days:

Monday / Tuesday / Wednesday / Thursday / Friday (please delete as applicable)

In order to ensure that we have breakfast available for your child please provide the following details:

My child will normally arrive before : _____ (please give time)

My child will / will not require breakfast (breakfast will not be available after 8.25am).

I take full responsibility for my child up until the point at which they arrive at the Out of School Club and understand that I will only be contacted in the event that my child is not present during class registration.

Signed: _____ Date: _____

Name (please print): _____

Appendix 2: Permission to Walk Home Unaccompanied Form



OUT OF SCHOOL CLUB

PERMISSION TO WALK HOME UNACCOMPANIED

Bridgewater Primary Out of School Club will permit Year 6 children (only) to walk home alone after receiving written permission from their parent/carer. Parents **must** contact the Club or the School on the day to confirm the time that they wish their child to leave and to confirm the child's destination.

Permission slip to walk home alone (Year 6 only):

I give permission for my child to walk home alone from Bridgewater Primary Out of School Club on the following days:

Monday / Tuesday / Wednesday / Thursday / Friday (please delete as applicable)

My child may walk home after: _____ (please give time)

I agree to call the Out of School Club / School on the day when my child is to walk home alone to confirm this arrangement.

I understand that Bridgewater Primary School's and the Out of School Club's responsibility towards the safety of my child stops as soon as they leave the Club.

Signed: _____ Date: _____

Name (please print): _____