



Responsibility of	Curriculum Committee
This version dated	March 2015
Reviewed by Staff	March 2015
Adopted by Governors on:	March 2015
Next review date	March 2018
Meets Equality of Opportunity	Yes
Safeguarding reference made	Yes

Statement of Intent

It is the responsibility of staff to know the whereabouts of the children at all times. To support this, adults will be on duty at the doors when they are open. Children will be registered on arrival in the classroom in the morning and they will be handed back to their parents/carers at the end of the school day. Children are also counted in from lunch and then re registered for the afternoon session. 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 9:10 am and again before 1:25 pm.

Children are supervised at all times. The safety of our pupils is our priority whilst they are in our care. This policy sets out our procedures for dealing with the unlikely event of a child going missing. If a child were found to be missing by a member of staff, they should tell the office immediately.

Procedures In The Event Of A Child Going Missing

Procedure 1

In the event of a member of staff fearing that a child has gone missing whilst at school:

1. If a teacher suspects that a child is missing from a lesson or activity, they must contact the nearest member of SLT and the school office **immediately**.
2. **Office staff** will check the following lists held in the school office:
 - Attendance Registers- to check child was present for morning session
 - Off site record in case child has been sent home ill, has medical appointment or is on a visit
 - Music lesson lists
3. **The SLT member** and any teaching assistants will:
 - Carry out a thorough search of the premises, including outside areas,(courtyard) toilets and storage areas.
 - Check first aid post (lunchtimes)
 - Check timetables to ensure that child is not working with another member of staff (lesson times) and corroborate this by checking they are with that adult.
- In the event that the child is not found within 10 minutes then HT or DHT will call 999/112 and contact the parents/carers immediately. (Purbrook Junior School should also be called and asked to check their grounds.) If the missing child has any special medical or learning needs then these need to be noted and should be disclosed to the police when contacting them. Office staff will provide the police with a photograph of the child from SIMS.

- A SLT member will remain onsite to forward communications until the police and parents are in liaison or the situation is resolved (the child is safe with an adult.)

Procedure 2

In the event of a member of staff fearing that a child has gone missing whilst off school premises –visits etc:

- 1. The Group Leader must ensure the safety of all the remaining pupils. At least two adults must stay with them.
- 2. One or more adults should immediately start searching for the child.
- 3. The Visit Leader should contact school to alert them.
- 4. If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999.
- The Group Leader should alert school that the police have been contacted and the school (HT/DHT or senior staff) will make arrangements to notify parents.
- A photograph from SIMS will be forwarded by the office staff to the Group Leader's phone.

Linked Policies:

Off Site Visits

Health and Safety

Child Protection