St. Andrew's School.
Policies and Procedures.

Missing Child Policy (Whole School Including EYFS)

Introduction

At St. Andrew's School, the safety and welfare of every child is our highest priority. All staff, share responsibility for ensuring pupils are accounted for at all times during the school day and during school activities off site.
Parents and carers are expected to provide accurate and up-to-date contact information and to follow all arrival and dismissal procedures.

Aims

This policy sets out clear procedures to:

- Prevent children going missing from school or off-site activities
- Ensure swift and effective response if a child cannot be located
- Safeguard pupils at all times
- Ensure clear communication with parents and emergency services

Procedures to Reduce Risk of a Missing Child

The school implements the following preventative measures:

- Children must not be dropped off before staff supervision is in place
- Entry gates remain secure and supervised during arrival and dismissal
- The Class teacher is responsible for pupil supervision on arrival in the school building
- SLT presence is maintained at key entry points at the start of the day
- All exit points are secured when not in active use
- A daily site security check is completed by designated staff to ensure all gates, doors and external access points are secure and functioning appropriately.
- During the use of the drop-off zone, children are required to go straight into the school building whilst staff outside remain vigilant and monitor entry into school

Break Supervision

Staff supervise the playgrounds at all times. No child is permitted to leave the school grounds to collect balls etc., and gates must be kept locked at all times.

Missing on School Site

If a child goes missing whilst in school, the front office as well as SLT should be alerted and a lock down will be actioned immediately. Full search of school premises begins without delay

Educational Visits:

Staff must adhere to the Educational Visit Policy at all times and act upon the guidance with regard to ratios. A mobile phone should be taken by the Party Leader and procedures as outlined on the Risk Assessment must be adhered to. With regard to Residential Trips, the Party Leader must be in direct contact with a designated member of SLT who will also have access to the ParentMail Communications System.

Procedures in the event of a Child Going Missing

In the unlikely event of a child going missing, staff should do the following:

- All staff will remain calm at all times
- The senior member of staff present or the Party Leader will do a thorough headcount
- The senior member of staff present will inform the Principal, Head of Pre-School, Assistant Principals, as appropriate, and deploy staff appropriately in order to have maximum effect in finding the lost child (via the school office if incident occurs on a visit).

- Where possible, two adults (one being a St. Andrew's employee) will remain with the children while other staff and adults carry out a search, if a child goes missing on an Educational Visit off site.
- The immediate area will be searched first and then surrounding areas.
- If the child has not been found within ***5 minutes***, the senior member of staff will inform the Police and internal security of the premises if on a school visit.
- The parent/carer will then be informed immediately, unless there are reasons connected with the child's welfare which indicate that this should not be done
- The senior member of staff will continue to take instructions from the Police while other staff continue to search. The Principal will be kept informed at all times.
- Once the child has been found, a full report will be written by the senior member of staff present and signed by all other staff present. This will then be submitted to the Principal who will be responsible for reviewing any relevant policies, procedures and safety issues that can be revised in order to prevent similar incidents occurring again.
- The report will form the basis of the investigation, which will be carried out by the Principal, and logged in the incident file.
- Should it be found that there was a case of gross indiscipline on the part of the child, the Principal must include the parents in the investigation. The school reserves the right to exclude a child on such grounds.

All staff including the registered person(s) must keep in mind and act upon at all times, the fact that the child's welfare is paramount.

Mrs F. Lakanu
Assistant Principal
St. Andrew's School

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