

# Hillcrest School Cramlington



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## Missing Children Policy

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<b>Date established by governing body</b>
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Autumn Term 2015
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<b>Date for full implementation</b>
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Immediately
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<b>Date for review</b>
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Autumn Term 2016
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### Rationale

Hillcrest School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during the school day and on out of school activities. The purpose of this policy statement is to give all staff a clear understanding of how to respond and who to inform should they discover a child is missing.

The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security consummate with the pupil's age and emotional/behavioural maturity.

### Occasions when a child may go missing

Staff need to be mindful that a child can go missing at any time of the day. These times and

examples of the occasions providing opportunities for a child to go missing are:-

#### ***a) From an indoor lesson***

This could occur when a child is allowed to leave the classroom unaccompanied by an adult

and fails to return;

e.g. - to go to the toilet,

- to collect something from his/her bag in the corridor,
- undertaking errands for the teacher such as taking the register to the office.

#### ***b) From an outdoor lesson***

This could occur when the class are outside the building with the children spread out and/or

engaged in a variety of activities that make it is easy for a child to wander away unnoticed.

e.g. - during games lessons on the playground or field  
- during other outdoor lessons, (e.g. measuring parts of the building)  
- at the beginning or end of outdoor lessons when children are getting changed or using the toilet, etc.

**c) *Travelling about the school***

This could occur when the children are spread out and beyond the teacher's direct total supervision.

e.g. - going to and from the hall or outdoors before and after a PE lesson,  
- going to and from the hall before and after assembly,  
- going to and from the classroom at the beginning/end of lunch/break times.

**d) *Other Times***

These include:

- at the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.  
- At break and lunch times.  
- At the end of the school day

**e) *School Trips***

This could occur when a child purposely or accidentally goes missing on an out of school activity/trip.

**Procedures Aimed at Reducing the Risk of a Missing Child:**

Start of the Day:

- Playground well-staffed to welcome children at the start of the school day.
- Main office entrance is used between 9.00am and 3.00pm
- Staff mark registers promptly and accurately – mornings and afternoons in accordance with attendance procedures.

Outside Time/Lunch Playtimes:

- When children are outside staff will supervise exits from the school premises.
- If children leave the classroom security to work in other parts of the school, staff ensure that adequate supervision is maintained at all times and all children are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.
- External doors leading onto outside areas are secured during the school day.

Home time:

- Staff to supervise and ensure that all children leave on the correct transport or walk to gate with a member of staff on duty if walking or leaving with parents.

Visits:

- Thorough risk assessments and adequate staff/child ratios are provided using NCC's Evolve online system for each out of school visit.
- List of pupils/staff out on visit to be given to office staff.

- Mobile phones are taken on every visit with the contact number held at the office.

### **In the event of a child going missing;**

- Teacher/TA in charge note the time child was discovered to be missing.
- Staff will count and name-check students in class. Ask pupils “Is...here? Where is...?”
- Alert office/most senior member of staff immediately.
- Senior member of staff begin search by checking throughout the building & grounds.
- Check CCTV
- Teacher/TA in charge to return to class and verify child missing
- Collect descriptive information (clothing, hair colour etc.)
- Collect situational information (Did anyone see child leave? In what direction did child go? Was the child with anyone? What did that person look like? Did the child leave during break, lunch, or near the end of school?)
- Give descriptive and situational details to office.
- **At the same time** office/Senior member of staff to call parent and notify them of missing student and that a search at school is being conducted.
- Senior member of staff to deploy other staff to carry out further searching of playground and surrounding areas.
- Senior member of staff/office to notify police.
- Senior member of staff/office to call parent with updated information – Ask parent if there is any reason why child would leave school, or check to see if student has arrived at home.
- Senior member of staff/office to have important information ready for police officer:

Pupil's parents/carers contact details (address, contact telephone numbers etc)

Description of student

Time student was reported missing

Information from parents

### **During school trips**

Where a child is missing during a school trip this policy will be applied but the location will not be the school but will reflect the geographic surroundings, buildings or other physical features.

### **Evaluation**

Process what happened and review for improvements.

## **MONITORING, EVALUATION AND REVIEW**

This policy will be reviewed annually and its effectiveness evaluated and amended in light of the findings of the evaluation.

Date of this policy: September 2015

Review date: September 2016

Policy approved by:

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Mrs Mead  
Head Teacher

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Mrs J Hall  
Chair of Governor

Date signed.....