



Bramley Church of England Primary School

Missing Child Policy

APPROVED

Date:

Governors Signed _____ Date: _____

Staff Signed _____ Date: _____

Next Review Date

Bramley CE Primary School – Missing Child Policy

Every effort is made to ensure the safety of children at Bramley CE Primary School whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Responsibilities

- It is the Head Teacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a termly basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand over of the child at the beginning and end of sessions.
- It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

Procedures aimed at reducing the risk of a missing child

Start of the Day

- Ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
 - This is from 8.30am when doors open or earlier if agreed by the Head Teacher.
- Clear procedures for welcoming pupils into school.
 - Staff meeting and greeting at Classroom doors.
- Doors into school close at 8.40am.
- Pupils use playground entrances and Foundation/KS1 pupils are escorted to their classroom doors by parents/carers.
- Main entrance used between the hours of 8.40am and 3.00pm once gates are padlocked.
- Staff mark registers promptly and accurately – mornings and afternoons.

Outside Time/Lunch/Playtime

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult.
- If pupils leave the classroom security to work in other parts of the school adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Updated contact information for parents and carers is sought and maintained.
- External class doors leading onto the field are locked before and after playtime and lunch time.

Hometime

- Pupils are collected from their classroom door unless written permission is provided by their parents allowing them to leave unattended.
- After 10 minutes pupils who are left are taken to the office area to wait. The Member of staff then alerts the office staff.
- Pupils have sight of parent/carer before they leave their teacher.
- Up to date list in every classroom detailing how the pupils are to go home and with whom. Reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.

Trips and Visits

- Thorough risk assessments and adequate staff/pupil ratios, in relation to the age of the pupils.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school.

Procedures for the event of a child going missing.

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

- Member of staff who has noticed the missing child will calmly inform the nearest member of the Leadership Team and Head Teacher.
- The Class Teacher will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will read the group a story.
- Class Teacher will count and name check all the pupils present against the register while the group are assembled in one place.
- AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the Leadership Team member and Head Teacher if the child is found immediately.
- The Administrative Team will issue all searchers with School Walkie Talkies.
- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the Leadership Team and Head Teacher immediately.
- Available staff will begin a search of the area immediately outside of the school, in pairs using the Walkie Talkies and their mobile phones.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents/carers should be notified.
- When contacting parents or carers please ask them to bring with them a recent photograph of their child.
- The Class Teacher must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.
- If when phoning the parents/carers they have had no contact from the child, the police will be contacted by the Admin Office by dialling 999.

The police will want to know:

- Where you are (address of setting/venue).
- The next of kin of the child.
- A detailed description of the child, including age, sex, working down from head to toe including as much clothing description as possible.
- The circumstances of the incident, including anything that may have triggered the disappearance, how long have they been missing, where were they last seen, was there an argument (older child)
- Who is looking for the child, where are they, do they have a mobile with them, what is the number?
- The incident should be relayed to other important agencies:
 - The School, using the Emergency Incident Forms as in Risk Assessments – Appendix 1
 - Hampshire Education Authority.

In the event of a serious incident that attracts media attention, the line of policy to be taken by ALL staff is:

“At this moment in time I have no comment on the incident but refer you to the Director of Education for Outdoor Pursuits at Hampshire County Council, Thank You”

When the Child Is Found

Members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.

Other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

After The Incident

The Class Teacher and Head Teacher (or Leadership Team Member) will sensitively discuss with the child's parents/carers the events surrounding the disappearance of the child.

If appropriate, a short meeting will be held at the end of the session/start of the following session or a note sent home with the children to give parents brief, accurate information about the incident, as soon as possible.

Liability should not be discussed until the incident has been fully investigated by the school and Hampshire Education Authority.

Staff and parents should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the Head Teacher.

The Investigation

- The Head Teacher carries out a full investigation taking statements from all the staff present at the time, or those who were on the trip – Appendix 2.
- The key person/staff write an incident report detailing:
 - the date and time of the report;
 - what staff/children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.

A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments.

Procedures for the event of a child going missing on a school trip or visit.

If the event of a member of staff fearing that a child has gone missing while off school premises on school trips or visits:

- The Trip leader must ensure the safety of the remaining pupils.
- One or more adults should immediately start searching for the child.
- The following Emergency Procedures for Bramley Primary School Visits information (contained in every Risk Assessment) should be followed:

Safety and Emergencies

It is important to continually reassess risks during the visit. Changes in the weather need to be monitored.

Changes to the itinerary may introduce new hazards not covered in the original risk assessment.

Regular head counting of pupils should take place, particularly before leaving a venue. Pupils should be readily identifiable, either by their uniform or by a brightly coloured cap or backpack.

Emergency Procedures for Bramley School Staff, Pupils and Helpers undertaken in the event of an accident or situation specifically involving Bramley School.

- The trip leader/organiser in discussion with other teaching staff will be responsible for making decisions relating to the trip.
- In the event of an emergency the trip leader/organiser will sound two blows on a whistle.
- All children will immediately return to their group leaders and stand perfectly still and silent.
- Group leaders will count their groups.

- If a member of a group is missing the group leader will immediately raise their right arm indicating that a child is missing.
- A member of the teaching staff will then take control of the incident and locate the child if in close proximity.
- If the child is missing and cannot be found the school must be called on 01256 881339.
- In the event of an accident or other serious incident the school must be called on 01256 881339.
- The school will ring the emergency telephone number of the Director of Education

in office hours 01962 876218 out of hours 07623960259

Stating: "This is Hampshire Education Department requesting the emergency co-ordination service."

- The police must then be called on 999.
- The school must be constantly kept informed of the situation.
- If hospitalisation is required TWO staff minimum (1 must be a teacher) must go in the ambulance.
- The school will notify parents with the advice and support of the Emergency Co-ordination Service from Hampshire County Council.

In the event of an accident happening whilst on a coach, train, car or other form of transport. Children will collect in their groups, with their group leader, away from the accident. The above procedures are then followed.

Emergency Procedures for Bramley School Staff, Pupils and Helpers undertaken in the event of a Major Emergency or disaster.

- In the event of a Major Emergency or Disaster, the school party will be placed under the jurisdiction of the emergency services co-ordinating the situation.
- All children will immediately return to their group leaders and stand perfectly still and silent.
- Group leaders will count their groups.
- If a member of a group is missing the group leader will immediately raise their right arm indicating that a child is missing.
- A member of the teaching staff will then take control of the incident and locate the child if in close proximity.
- Teaching staff have a duty of care to make sure the children are safe and healthy. They also have a common law duty to act as a reasonably prudent parent would.
- Teachers will not leave children at any time.
- The school must be called on 01256 881339.
- The school will ring the emergency telephone number of the Director of Education

in office hours 01962 876218 out of hours 07623960259

Please State: "This is Hampshire Education Department requesting the emergency co-ordination service."

- During a Major Emergency or Disaster, the school party will be controlled under the jurisdiction of the emergency services co-ordinating the situation.
- The school must be constantly kept informed of the situation when this is possible.
- If hospitalisation is required TWO staff minimum (1 must be a teacher) must go in the ambulance.
- The school will notify parents with the advice and support of the Emergency Co-ordination Service from Hampshire County Council and the DFEE.

Procedures for Bramley School Staff, Pupils and Helpers undertaken in the event of Weather that makes a trip or visit no longer viable.

- The trip leader/organiser in discussion with other teaching staff will be responsible for making decisions relating to whether to trip should end earlier than it is intended to do so.
- All children will immediately return to their group leaders and stand perfectly still and silent.
- Group leaders will count their groups.
- The school must be called on 01256 881339.
- The school will arrange for the transport to collect the school party.
- The school will inform parents of the changes in times.

In the event of a serious incident that attracts media attention, the line of policy to be taken by ALL staff is:

“At this moment in time I have no comment on the incident but refer you to the Director of Education for Outdoor Pursuits at Hampshire County Council, Thank You”

Emergency Incident Form and Report for Missing Child

TO BE USED BY THE SCHOOL IN THE CASE OF AN EMERGENCY OR MISSING CHILD.

Childs Name:	_____	Year Group:	_____
Class Teacher:	_____	DOB:	_____
Parent/Carer:	_____	Date:	_____
Parent/Carer Phone Number:	_____	Time:	_____
Contact Staff Mobile Number:	_____		

Give Details of the Incident

Description of the child

Report Structure:

What Staff were in the group or visit?

What Children were in the group or visit?

When was the child last seen in the group or visit?

What has taken place in the group or visit since then?

What is the estimated time that the child went missing?

If this relates to a missing child on a trip/visit or residential:

Ring the emergency telephone number of the Director of Education

- a) in office hours 01962 876218
- b) out of hours 07623960259

Please State: "This is Hampshire Education Department requesting the emergency co-ordination service."

State the Name and Address of the School Bramley CE Primary School, Bramley Lane, Bramley, Tadley, Hampshire, RG 22 5AH.

What Children were in the group or visit?

When was the child last seen in the group or visit?

What has taken place in the group or visit since then?

What is the estimated time that the child went missing?
