



### **Missing Child Policy**

**Written January 2019 – Review date January 2027**

#### **1.0 Introduction**

- 1.1 The safety and security of the children in our care at Bradford Christian School is paramount. Every care is taken to ensure that the children are always accounted for when they are in our care.
- 1.2 This policy applies to any child who goes missing from our premises or from the location within our premises that they should be, even if they remain on site.

#### **2.0 Everyday Procedures**


- 2.1 EYFS and Primary
  - 2.1.1 EYFS students are brought into the EYFS classroom by their parent/carer; Primary children are brought to the primary designated entrance by the parent/carer and responsibility for the child is passed to the member of staff on the door/ in the classroom.
  - 2.1.2 Each pupil who arrives at school is registered at the beginning of the school day. Those that arrive after formal registration are registered in school as they arrive at the school office.
  - 2.1.3 Staff will maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for any reason this must be communicated to the Teacher in charge of the class.
  - 2.1.4 During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils and should take a headcount at the beginning and end of each break time.
  - 2.1.5 The register is taken at the beginning of the afternoon session.
  - 2.1.6 At the end of the day EYFS parents wait outside the classroom and staff release the children to their care, for Primary children will wait in the EYFS playground with their teacher who will release them into their parent's care.
  - 2.1.7 When on visits away from the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy.
- 2.2 Middle and Upper School follow the same process as primary with the exception that they come into school and leave school independently.
- 2.3 AP students follow the same process as primary students and are delivered to and collected from the designated entrance for the AP by the parent/carer.

#### **3.0 Action to be taken if a student is missing**

##### **3.1 Primary**

- 3.1.1 Ensure the safety and supervision of other pupils with appropriate staff/pupil ratios.
- 3.1.2 Delegate a member of staff to search indoor and outdoor areas, going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- 3.1.3 If the pupil is not found the most senior member of staff in Primary at the time of the incident, should be informed immediately and:
  - Ensure exits are closed and supervised.
  - Delegate a member of staff to re-search indoor areas within school.
  - Delegate a member of staff to re-search outdoor areas within the school grounds.
- 3.1.4 The headteacher will delegate a member of staff to check the immediate surrounding area outside of the school grounds taking a mobile phone with them.
- 3.1.5 If the child is not found after 20 minutes, the Head Teacher will contact the parents of the missing child by telephone e.g. to ascertain whether the child has been collected.

- 3.1.6 If the child is not located after the completion of the above, the school office will inform the police. Once the police arrive, formal responsibility for the search will pass to the police, all relevant information about the child will be given to them and the senior staff will ensure that school staff make themselves appropriately available to assist further with the incident.
- 3.1.7 Senior staff will ensure appropriate reassurance and comfort is provided to children, parents and staff and alert the Chair of Governors & appropriate authorities.
- 3.1.8 As soon as practicable after the incident, the teacher in charge or the headteacher will write a report to be used by the SLT as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.
- 3.1.9 If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school. The remaining staff will return to the school with the rest of the children.
- 3.2 **Secondary and AP**
- 3.2.1 Senior management will inform parents after 20 minutes if the child is not located.
- 3.2.2 A member of SLT will arrange a search to be undertaken around school and the grounds and the immediate area.
- 3.2.3 A member of SLT, or another member of staff as delegated by SLT will arrange for peers to be interviewed to try to ascertain the whereabouts of the missing child
- 3.2.4 If the child is not located after the completion of the above, the school office will inform the police.
- 3.2.5 Once the police arrive, formal responsibility for the search will pass to the police, but the senior staff will ensure that the school staff make themselves appropriately available to assist further with the incident.
- 3.2.6 Senior staff will ensure appropriate reassurance and comfort is provided to children, parents and staff.
- 3.2.7 A member of SLT will alert the Chair of Governors & appropriate authorities.
- 3.2.8 As soon as practicable after the incident, the teacher in charge or the headteacher will write a report to be used by the SLT as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.
- 4.0 Review
- 4.1 This policy should be read in conjunction with the following policies:
- Safeguarding and Child Protection Policy
  - Whistleblowing Policy
  - Attendance and Registration Policy
  - Late Collection Policy
  - Educational visits policy
  - Staff Disciplinary Procedure
- 4.2 This policy was written in March 2015 and will be reviewed bi-annually. This latest review being completed in **January 2025**

Formally agreed through compliance:	<b>21 January 2025</b>
Signed Jane Prothero – Head Teacher	
Review Date:	<b>January 2027</b>