



Royds Hall Community School

What to do if a child goes missing

Every effort is made to ensure the safety of the students at Royds Hall Community School whilst they are in our care.

This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

Students are not allowed to leave the school premises during the school day unless they have permission to do so, and then, in the Primary Phase only with an authorised adult. If a child does leave the premises without permission, this policy is in place to ensure that every possible action is taken to ensure the quick and safe return of that young person.

Responsibilities:

- It is the Head teacher's responsibility to ensure that all staff are aware of this policy and are aware of their responsibilities, what is expected and the procedures to follow.
- It is the Head teacher's responsibility to ensure that this policy is reviewed and updated on an annual 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 all parents to provide correct and updated contact information. This is renewed at the beginning of each academic year.

Objectives:

- To locate any missing student quickly.
- To ensure that all students are kept safely on the school premises during school hours unless they have permission to leave and are then accompanied by an authorised adult if in the Primary Phase.
- To ensure that the building, primary grounds and play areas are safe and secure during the school hours.
- To ensure that the teachers and staff keep the students under proper supervision at all times.
- To ensure that if a student 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

Procedures aimed at reducing the risk of a missing child

- Parents are advised that their secondary students can attend Breakfast club from 7.30am to 8.15am when the school doors officially open. Children at Beech Primary can attend breakfast club from from 7:45am to 8:40am. Students will only be allowed into school at an earlier time if an agreement is made between the parents and the Headteacher.
- In the secondary school members of staff are on duty in school from 8.15am, the front door of the school is locked at 8.30am.
- In the Primary Phase students are able to enter the building from 8:40am ready for the start of school day at 8:50am, doors are closed at 8.50am
- In the Primary Phase when children are outside at break times and lunch times, they are protected by fencing around the school and they are supervised by adults.
- Secondary teachers mark the registers promptly and accurately every lesson. Primary staff mark the registers at the start of day and start of afternoon session.
- If students leave the classroom to work in other parts of the school, adequate supervision is maintained at all times and all students are accounted for on return to the classroom.
- Updated contact information from parents and carers is sought and maintained.
- Anyone arriving on the school playground during break or lunchtime is challenged by the person on duty and directed to the school reception where they will be signed in, if they have an appointment, and receive a visitor's badge.
- At all sites visitors at other times of the day are directed, via signs on the front of the school, to go to the school reception. They will be unable to enter the front door of the school as it is locked.
- Any visitor to the school will be challenged by a member of staff and directed to the school reception .
- At home time in the Primary Phase, a member of staff will supervise the KS2 students in the playground to ensure that all are collected by the appropriate adult, or if allowed to walk home alone leave school promptly. In KS1 and EYFS students will stay in the classroom until an appropriate adult arrives. If a parent is late, then the child is kept inside the school under the supervision of staff until the parent or carer arrives to collect them.
- In the Primary Phase if children are at risk of leaving school grounds a card with an up to date photograph, known medical conditions and contact details will be kept in the office.

Registration:

It is school procedure that parents are asked to inform the school before 9am if their child is going to be absent from school. This is then appropriately marked on SIMS. If a child is absent from lesson registration and a message has not been received, the attendance office will notified immediately and will follow the appropriate procedures.

Procedures for the event of a child going missing.

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

- The member of staff who has noticed the missing child will inform the SLT team and attendance office immediately.
- The attendance office staff will act as a point of contact for receiving information about the search for the missing student.
- Available members of staff will conduct a thorough search of the school premises as directed by the appropriate member of SLT. The following areas will systematically be searched:
 - Check CCTV
 - All classrooms in the school
 - All social areas, stairwells, other hiding places etc.
 - The PE block
 - Hall
 - All toilets
 - The Library
 - Outside areas
- Available staff will begin a search of the area immediately outside of the school premises taking a mobile /radio so that they can contact the school.

The search outside school should include:

- Royds site: Paddock
- Beech site: Golcar, Leymoor, Milnsbridge

- In the secondary phase if the student has not been found after 10 minutes, then parents/carers should be notified. In the primary phase a member of the leadership team will make the decision if parents need to be contacted before 10 minutes.
- In the Primary Phase the Class Teacher will be asked to write fill in CPOMS, describing the circumstances which lead to the student leaving the school.
- If the missing child has any special medical or Special Educational Needs / learning needs then these need to be noted, to be disclosed to police or other agencies.
- If the parents/carers have had no contact from the student, the police will be contacted by dialling 101 / 999.

The incident should be relayed to other important agencies:

- If the student has an allocated Social Worker, then they should be informed of the disappearance.
- If the student is a Looked After Child, then the Social Worker should be kept informed.
- If the student remains a missing person, and the police become fully involved, then OFSTED should be informed.

When the student 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 students to ensure that they understand that they must not leave the premises and why.
- Parents and other agencies will be informed of the outcome of the incident.

After the Incident:

- The relevant person will sensitively discuss with the student's parents/carers the events surrounding the disappearance
- A full investigation will take place with statements from all the staff present at the time.
- A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments. A written report will be produced and policies and procedures will be reviewed.

Trips and Visits

When classes go out on trips, the following procedures are in place.

- Thorough risk assessments
- Effective and adequate staff/pupil ratios. Ratios are based on the children's ages:

School years 1 - 3, 1:6

School years 4 - 6, 1:10/15

School years 7 onwards, 1:15/20

- The relevant paperwork is completed by the visit lead giving clear information regarding which students are off site, which members of staff are with them, any medical or special needs which need to be taken into account and the mobile phone number of the member of staff taking the trip.
- Students will wear a school lanyard with the visit leader's contact details if they were to go missing.

If a child goes missing on a school trip:

- The Trip leader must ensure the safety of the remaining pupils.
- The trip leader/organizer, in discussion with other teaching staff will be responsible for making decisions relating to the trip.
- One or more adults should immediately start searching for the missing student.
- Regular head counting of pupils should take place, particularly before leaving a venue. If appropriate pupils should be readily identifiable, usually by wearing their uniform.
- The school must be informed if a student is missing and cannot be found.
- In the Secondary phase, if the student has not been found within 10 minutes, the police must be called by dialing 999 and then parents should be informed. In the primary phase the visit leader will make the decision if police need to be contacted before 10 minutes.
- If hospitalisation is required 1 member of staff must go in the ambulance.

After any incident of a missing student, an Incident/Accident Form must be completed giving full details of how and when the incident occurred.

Owned by	Sue Renshaw
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School Procedure for Missing Child

