

The welfare of all of our pupils at Grange Primary School is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every pupil is supervised the whole time that he or she is in our care.

Attendance data is stored on the School database.

Procedures Aimed at Reducing Risk of a Missing Pupil

Start of the school day:

- The school should 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. **School takes responsibility for a child from the point when they enter the classroom.**
- There are clear procedures for welcoming pupils into Grange Primary School.
- To ensure the door at main reception is kept locked throughout the school day.

The school doors are closed at 8.50am for Reception, KS1 and KS2. After this time, pupils report to the main school office via the main entrance.

- Teachers are in their classroom from 8:45 am.
- Doors to the classrooms are opened at 8.50am/8.55am and children are welcomed in.

During Lesson time:

- Staff mark registers promptly and accurately - morning and afternoons and return them to the school office.
- All staff must ensure that the external gates to any outside area are closed when pupils are playing outside. The exception is the main car park gate.
- If pupils leave the classroom security to work in other parts of the school, the class teacher must ensure that 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 and parents are expected to inform school of any changes as they happen.

During Playtime:

- Duty staff should be on the playground before pupils come out.
- External gates remain closed. Staff patrol all areas in the playground throughout the session.

During Lunchtime:

- As above
- SLT members are available at lunchtime.

At Home time:

- The gates are opened at 3:05pm.
- All outside doors should be closed.
- Pupils leave by assigned exits.
- Pupils in the Foundation Stage 2 and Year 1/2 are collected by their parent/carers from the Classroom door. Staff call the children when they see the parent/carers or nominated adult.
- Foundation Stage 1 are collected by their parent/carers from their key worker within the FS1 setting.
- In KS2, children are either handed over to the parent at the classroom door or on occasions where children walk home alone they are escorted to the cloakroom and staff should remind pupils to leave the building, walk along the pathways, and exit the gate in an orderly manner.
- Children who are not collected go to the main entrance to wait with a member of staff.

- Once children have been handed over to their parent/carer they remain the responsibility of the parent/carer during this time whilst on the school premises.

Educational visits:

- Thorough risk assessments and adequate staff/ pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.
- Written permission from parents is obtained generically at the beginning of each academic year for the local area and once again specifically for each trip.
- Mobile telephones taken on every visit and mobile contact numbers left at school.
- Lists of children and staff to be left at the office of who has left the school.

After School Clubs:

- A register of pupils should be taken **and list of nominated adults should be obtained.**
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

Children who are on a Child Protection Plan

These children will be treated as missing if they do not arrive at school for the start of the school day and the school has not been notified of a reason by parents/person with parental responsibility.

- School Office will call these parents as a matter of urgency and if there is no answer this will be passed to the Safeguarding Officer who will inform the relevant Social worker.

Procedures in 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:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of SLT and school office immediately. The SLT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.
2. The following lists held in the school office will be checked:
 - Attendance Registers (medical appointments)
 - Off site record
 - Intervention Lists
 - PPA cover
 - Lists of those attending other schools (eg, Transition activities)
3. If necessary, staff will promptly but calmly round up all pupils to the hall and a designated member of staff will supervise the children. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.
4. Staff will count and name check all the pupils present against the register while the group are assembled in one place.
5. A thorough check of all exits will be made, to ensure 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 SLT immediately.
6. If the child is still not found after this initial search, the office is to inform the Headteacher or Deputy Headteacher.
7. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted. When contacting parents/carers, staff will ask them to bring with them a recent photograph of their child.

Parents will be informed followed by the police (999) within 10 minutes of the first alert.

9. 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.
10. The Class Teacher is spoken to in order to gain further information and asked to confirm if he/she attended the previous sessions.
11. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms (KS1 intervention room)
- Toilets
- Cloakrooms
- Medical Room
- Shared Area
- All classrooms
- School hall
- School grounds

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

1. The Visit Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within 5 minutes, the Visit Leader must contact police by telephoning 999.

The Visit Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

In the event of a parent fearing that a child has gone missing before/after school whilst in their care:

1. Parent to notify member of staff and Senior members of staff to be alerted
2. Significant information retrieved from parent/adult (i.e. last sighting, description of child)
3. Staff to immediately start searching
4. If the child is not found within a few minutes the police will be contacted by telephoning 999, with the agreement of the parent if present.

Information to be provided to the Police (see appendix 1)

When the school contacts the police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up to date photograph if possible
- the pupil's height, physical description and physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have.
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil about their intentions

Date ratified by the Governing Body: 29th November 2022

Date last reviewed: November 2022

Next review date: November 2025

Signed by Chair of Governors: ____S. Ryley ____ **Date:** ____29.11.22____

Information to be provided to the Police

Name of Child: _____

Child's Age: _____

Child's Height: _____

Physical description and physical peculiarities

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Any disability, learning difficulty or special educational needs

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Home Address and telephone number

Address:

Telephone Number:

A description of the clothing the pupil is thought to be wearing

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Any relevant comments made by the pupil about their intentions

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