



**CROSBY-ON-EDEN
CHURCH OF ENGLAND PRIMARY SCHOOL**

*'I have come in order that you might have life – life
in all its fullness' John 10:10*

MISSING CHILD PROCEDURES

(When a child goes missing whilst in the care of school staff)

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MISSING CHILD PROCEDURES

(When a child goes missing whilst in the care of school staff)

In the event of a child going missing whilst in the care of the school staff, the school will put into practice the 'Missing Child Procedures' below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

These procedures refer to a pupil who registers at school in the morning or afternoon and then goes missing during the school day (or on an off-site visit) without a satisfactory explanation.

We already have procedures for pupils who fail to register, if there are concerns about the level of attendance the Enforcement Guidance should be used. A separate procedure exists for Children **who are absent from education**. The Department for Education (DfE) defines a child missing education as a child who is not on a school roll and has been out of education for more than 4 school weeks. The term Children Missing from Education (CME) therefore refers to all children of compulsory school age who are neither registered at a school nor educated otherwise (i.e. home educated or privately educated). Similarly, these procedures should **NOT** be confused with the procedures to follow when children are absent from school / first day calling i.e. children who do not show up for school (school's safeguarding response to children missing education). Further guidance and model procedures can be found in the KAHSC **'First day calling procedures and emergency contact form'**.

It is vital that emergency contact details for parents are kept up to date and contacts should include at least one person who does not normally live in the household. Wherever possible, if the child has a mobile phone, the details of this number should also be held by the school.

1 Definitions

For the purposes of these procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Wherever the term 'Head teacher' is used this also refers to any Manager with the equivalent responsibility for children.

'Missing' is when a pupil's whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be the subject of a crime or at risk of harm to themselves or another.

2 Is the Pupil at Significant Risk?

A 'pupil missing during schools hours' incident would be prioritised as significant risk where:

- The risk posed is immediate and there are substantial grounds for believing that the child is in danger through their own vulnerability. Vulnerability characteristics may include:
 - The age of the child;
 - Child on a plan (Early Help, Child in Need, Looked After or Child Protection Plan, Behaviour Management);
 - A disability/other health condition and/or special educational needs;
 - Substance misuse;
 - Education health care plan.
- The risk posed is immediate and there are substantial grounds for believing that the public is in danger;
- There are indications that the child has already come to harm (CSE, grooming, radicalisation etc.).

Other contributory factors should be taken into consideration when determining if the pupil is at significant risk, for example:

- Have there been past concerns about this child and/or family which together with the sudden disappearance are worrying?
- Is there any known history of drug or alcohol dependency within the family?
- Is there any known history of domestic violence?

- Is there concern about the parents' ability to protect the child from harm?
- Is this very sudden and unexpected behaviour?
- Have there been any past concerns about the child associating with significantly older young people or adults?
- Was there any significant incident prior to the child's unexplained absence?
- Has the child been a victim of bullying or intimidation either face to face or online?
- Are there health reasons to believe that the child is at risk? e.g. does the child need essential medication or health care?
- Was the child noted to be depressed or isolated prior to the child's unexplained absence?
- Are there religious or cultural reasons to believe that the child is at risk? e.g. rites of passage, female genital mutilation or forced marriage planned for the child?

Consideration will be given to the individual circumstances and the child's records e.g. whether the child **has gone** missing before or has a record of leaving school without permission.

3 Procedures Aimed at Reducing the Risk of a Missing Child

3.1 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 them to staff and vice versa;
- There are clear procedures for welcoming pupils into the School. The school gates are closed at 8.55am. After this time, pupils must report to the main school office via the side entrance;
- If a child is not in class during registration and no notification of their absence has been recorded via the register, the Class Teacher or Teaching Assistant will advise the School Office and Mrs Wood will contact the parents to find out the reason for the absence.
- Teachers are in their classrooms by 8.45am;
- The main building only has a single access entrance via a reception desk. Signage directs all visitors to this entrance. Visitors to the school are channelled through reception. Even when reception is not staffed, reception remains the point to which all enquiries should be directed;
- Main entrance doors are fitted with a remote access intercom so that visitors must announce themselves prior to being allowed entry. Only authorised visitors are allowed access.

3.2 During Lesson Time

- Staff complete online registers promptly and accurately using the school's internal attendance management system (Scholarpack) – mornings and afternoons.
- All staff must ensure that external gates to any outside area are closed when children are learning/playing outside and locks are secured;
- If children leave their classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and pupils are accounted for on return to the classroom;
- Updated contact information for parents/carers is sought regularly and maintained;
- Behaviour Management Plans are in place for pupils with challenging behaviour including those who may be 'flight risks';
- There is a conflict between fire and security in schools and security issues take precedent at our School. It is acceptable to secure internal or external exit doors with very simple cabin hooks, sliding bolts or basic door chains at height in the event that a child tries to leave the building without permission or authorisation as the risk of a child escaping is far greater than the risk of a fire starting. Children are never left unsupervised so there is always an adult available to unhook bolts/hooks/chains. In the unfortunate event of a fire and the pupils being unsupervised, they are still able to access and open external doors in an emergency. Where this is the case, this is clearly stated in the school Fire Risk Assessment. Generally, these security devices are installed in order to slow down the exit of a child rather than prevent exit altogether.

3.3 During Break Times

- Sufficient numbers of duty staff should be on the playground before children come out and for the duration of the break;
- External gates remain closed when children are on the playground;
- Staff patrol all areas of the playground throughout the session

3.4 End of the School Day

- Gates are opened at 3.30pm;
- Children leave by assigned exits;
- All children are collected by their parent/carer from the school yard/classroom gate. Staff allow children to leave when they see the parent/carer; permission may be given for children in year 5/6 who live in the village to walk or cycle home alone by prior arrangement with the Head teacher. Permission is recorded and no child is allowed to leave school unaccompanied without recorded approval.

3.5 Off-Site Visits

The school will take all reasonable precautions to ensure that whilst children are on off-site visits, they are appropriately supervised by members of staff, parents, volunteers and others.

- Thorough risk assessments are conducted and adequate staff/pupil ratios are provided when pupils leave the school premises;
- Permission from parents is obtained generically when pupils first start their school career, for visits which take place during the school day. For residential trips, trips abroad and adventurous activities additional consent will be sought. Parents are notified in advance of all off-site visits.
- Staff mobile telephones are taken on every visit and emergency contact numbers left at school (and, where the visit has been uploaded, on the educational visits online system (KAHSC).
- If the off-site visit involves coach travel or travel on public transport, the group will be counted on and off the vehicle with an additional head count before the vehicle moves off.
- At the venue, all children will be given details of where the meeting point is. Regular head counts will be taken when moving from place to place.
- In some circumstances, and where it is deemed appropriate, children will be provided with a card outlining details of the school (name and telephone number) and, where required, the name and telephone number of the accommodation at which the group are staying.
- Where children are given 'free-time' they will be required to stay together in groups of not less than 3.

3.6 After School Clubs

- Thorough risk assessments will be carried out;
- A register of those attending each session will be taken;
- Consent will be obtained from parents with contact numbers and details of how the children are to get home and, where necessary, with whom.

4 Procedures in the Event of Child Going Missing

In the event that a child goes missing and cannot be accounted for, staff will ensure a systematic search is made for the child (both inside and outside of the building) as soon as possible. Parents and authorities are notified at the appropriate stage, and a high level of care is maintained of other pupils at the school while the procedures are followed.

Where a child is thought to have been abducted the Head teacher/Designated Safeguarding Lead (DSL) will **immediately** call the Police using 999.

4.1 During the normal school day

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

Remain calm.

- The following lists held in the school office will be checked:
 - **Texts, emails and voice mail for those who may have not arrived at school prior to registration;**
 - Attendance registers;
 - Off-site visit records;
 - Music lesson lists;
 - Lists of those attending other schools e.g. transition activities or alternative provision.
- If child has registered and the teacher suspects that a child is missing from a lesson or activity, raise the alarm by informing the Head teacher (Designated Safeguarding Lead) or the Deputy Designated Safeguarding Lead immediately;
- Staff will use professional judgement and risk assess the urgency of the situation to help inform the timeframe required in establishing the pupil's whereabouts before notifying the Police. Timeliness should be on a case by case basis;
- Designated Safeguarding Lead should, together with the class teacher, assess the child's vulnerability (refer to Section 3);
- Class teacher will ensure that remaining pupils are safe and properly supervised. This may necessitate doubling up for a short time;
- Two members of staff (usually at least member of SMT) will make a search of the premises and outdoor areas. All indoor rooms to be checked systematically first followed by outdoor play areas, grounds (including those generally marked 'out of bounds'), car park and adjacent road(s). This will be undertaken as quickly as possible.
- Whilst the initial search is made, the person in charge will make enquiries of all adults in the school to establish the last sighting and time, clothes that the child was wearing, and the possible mental state of the child (happy, upset etc.);
- Where appropriate, check with the pupil's known friends to establish whether or not they are aware of his/her whereabouts;
- If the child has not been found after 10 minutes from the initial report of them as missing, parents will be contacted using emergency contact details provided and staff will try to contact the pupil via their mobile telephone if known (if applicable). Encourage parents to keep calm and enquire as to whether the child has returned home or might be making his/her way home. Ask the parent to come to the school using the normal route that the child would take and to walk if appropriate. Ask them to bring a recent photograph of their child;
- Organise a wider search of the area surrounding the school. Mobile phones should be used in order to effectively communicate with the school;
- If the child is not found during the initial search (after 15 minutes) the Head teacher/DSL will alert the Police (999) (refer to Section 5), **Cumberland Safeguarding Hub on Tel: 0333 240 1727** and our Health & Safety Services Provider: Kym Allan Safeguarding, Health and Safety Consultants Ltd. (01228 210152).
- If the parent arrives at the setting and their child is still missing, ask the parent to return home in the event that their child has managed to make his/her way home by an alternative route. Ask them to remain at home and to contact others who the child may have gone to visit. The parent must remain contactable by the school at all times in the event that the child is found;
- Telephone lines should remain as free as possible so that messages are not delayed. **An independent mobile phone could be used for this purpose.**

4.2 Off-Site Visits

- If a child is lost at a venue, all other pupils will be required to remain with their visit leader and assemble at a pre-determined meeting point until the child is located;
- A head count will be taken to confirm all those who are present. Supervising adults will be asked when the child was last seen and what clothes he/she was wearing. All adults will be asked to look for the child as they proceed with the visit.
- The Visit Leader will appoint a responsible adult from the group to conduct a search of the immediate area and to alert anyone else who may be able to assist, keeping in contact with the Visit Leader via mobile phone;

- A member of staff or other responsible adult will remain at the meeting point in the event that the missing pupil turns up there;
- The Visit Leader will alert officials at the venue (if applicable) that there is a missing child and take their advice;
- The Visit Leader will alert the school who will contact the parents via the emergency contact details. If the pupil goes missing out of normal school hours, the Visit Leader will contact the parents directly;
- If the pupil remains unaccounted for more than 15 minutes maximum, the local police will be informed and their advice taken;
- The school will contact their Health & Safety Services Provider: Kym Allan Safeguarding, Health & Safety Consultants Ltd.;
- If by the end of the visit, if the child is still missing, arrangements will be made for a member of staff or other responsible adult to remain at the venue or vicinity until the child is located. This will be in conjunction with the local Police, the school setting and the parents;
- The school will at this point notify the **Cumberland Safeguarding Hub on Tel: 0333 240 1727.**

5 Notifying the Police

The information required by the Police to assist in locating and returning the pupil to a safe environment is as follows:

- The pupil's name, date of birth, status (for example looked after child), responsible authority;
- Where and when they went missing;
- Previous missing episodes and where they went;
- Who, if anyone, they went missing with;
- What the child was wearing plus any belongings they had with them such as bags, phone etc.; include mobile number;
- Description and recent photo;
- Medical history, if relevant;
- Time and location last seen;
- Circumstances or events around going missing with relevant safeguarding information;
- Details of family, friends and associates;
- Contact details of safeguarding lead if it was after school hours.

Whilst the search is ongoing, the school will continue to liaise with the Police and act in accordance with Police instructions.

Option 1 – if the child returns before the police have arrived then the Police must be informed and own school procedures need to be followed.

Option 2 - if the child returns to school of their own volition, then the Police must be informed and own school procedures need to be followed.

Option 3 - if the Police locate the child and bring them back to the school the Police will conduct the safe and well interview and the school will follow School procedure.

Where a pupil has a known risk of being missing, a risk assessment (Behaviour Management Plan) for the pupil will be written and implemented.