

Squirrel Hayes First School



Policy Reviewed on	Feb 2016	Feb 2017	Feb 2018	Feb 2019	Feb 2020	March 2021	March 2022	March 2023	March 2024
Policy Owner Signature	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes	Mrs L. Oakes
Policy adopted by the Governing Body on	March 2016	March 2017	March 2018	March 2019	March 2020	March 2021			
Policy Review Date	Feb 2017	Feb 2018	Feb 2019	Feb 2020	Feb 2021	March 2022	March 2023	March 2024	March 2025
Version	05	06	07	08	09	10	11	12	13

Missing Child Policy Including Educational Visits

1 This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Missing Child Policy Including Educational Visits

PURPOSE

To ensure that the learners and staffs safety is of the highest priority at all times both on and off the schools premises.

SCOPE (Risk Management)

Risk assessments are carried out for;

- Activities in within school building
- Outdoors but within school premises
- Out of school where Learners/Staff are present
- Prior to new activities

All RA to include behavioural expectations and any sanctions when not following expectations.

Visits

- Educational visits and there content
- Prior visit knowledge/Research to inform any risk assessment
- Missing Child Policy is attached to the visit risk assessment
- All relevant documents to be carried by Visit lead/s.
- Visit check list completion

Registers in place to ensure all learners, staff and visitors are signed in and out - when on the school premises and on leaving.

This enables staff to have a secure knowledge at all times of the learners that they have in their care.

School to have knowledge who is on the school premises at any time.

- Whilst moving around the school or place of visit, staff maintain visible contact/or aware of location of learners at all times.
- Staff/learner ratio is strictly adhered to, this also includes any learner with 1:1 needs, where there will be an individual RA completed.

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Following approval of the visit from the Head teacher and prior to the visit commencing a visits form must be submitted onto EVOLVE before a visit is set to take place.

For all learners particularly within the Early Years, head counts will take place throughout the day and at key transitional points.

Security

- All gates leading to learner's recreational areas are padlocked at 8.50 am and remain locked throughout the school day until 3.05 pm
- Main Entrance electric gates are secured from 8.55 am. These are manned by Office staff via visual link.
- Space Cadets have their own release button for **Space Cadet parents only** (any unknown visitors to Space Cadets will not be admitted but transferred to schools main office for checks)
- All staff are responsible that gates are checked before a child leaves a classroom/school building place of safety. Before and following Play/lunch times.
- Staff to ensure exterior doors are secured, **this includes toilet doors.**
- All staff to carry their red mains gate key at all times.
- When participating in an educational visit head counts will be undertaken for all learners before departure from both school, Visit venue, **transitional points/changes**, when learners are seated on the coach prior to the commencement of all journeys taking place.

RESPONSIBILITIES

Head teacher - assumes role of Incident Manager and co-ordinates all activities and parties involved (following instruction from Police as and when required) This Policy will be immediately made available to relevant staff and its contents followed.

Copy of Policy will be emailed to relevant organisations supporting the school.

Senior Leadership Team Members (SLT) - completes incident record and liaises with staff involved ensuring actions and information is recorded promptly and accurately.

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Schools Safeguarding Team – liaises with Head teacher and ensures learners family are kept informed of progress and outcomes.

School Staff – follows procedures detailed within this policy

PROCEDURES

Even when all precautions are properly observed, emergencies can still arise. If for any reason a member of staff, [following initial checks](#), cannot account for a learner's whereabouts during the learning day, the following procedures will be followed:-

If a learner goes missing from school premises

- Member of staff in question informs the Head teacher immediately. (who in turn informs other members of the school's safeguarding team and manages the incident)
- Head teacher to organise a search of the entire premises ensuring all other learners remain safe and adequately supervised. (staff undertaking search to take their mobile phone with them so that contact can be easily made if required, [personal mobile phones to have schools contact details to include all area phones](#))
- An additional registration of all learners in school will take place to ensure that no other learners have gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a learner could wander out. Gates leading to and from playground remain locked throughout the school day.
- A member of the schools safeguarding team talks to staff to establish when and where the learner was last seen, what they were doing and wearing at the time. This is recorded and reported to the incident manager.

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- If the learner is not found within the initial search then the incident manager contacts the parents of the learner and rings the police to report a missing child - providing all relevant details.
- The school is advised as the best place for parents to report to as by the time the parent/carer arrives the child may have been found or returned to the school.
- A member of the Senior Leadership Team completes an incident report liaising with staff members involved. The following details are to be recorded:-
 - a. Date and time of incident
 - b. Staff and learners details involved.
 - c. What staff and learners were doing when learner was noted as missing - estimated time?
 - d. When the learner was last seen and what they were wearing.
 - e. What had taken place since the learner went missing.
- Head teacher will meet with parents and discuss the incident and co-ordinate actions instructed by Police.
- Once the incident is resolved it will be recorded in the Incident record file. In cases where either the police or parents have been called into school, the Chair of Governors will also be informed.
- A risk assessment review will be undertaken and policies and procedures amended if necessary.
- The incident is to be reported following the RIDDOR arrangements.

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If any learner goes missing on an Educational Visit

As soon as it is noticed that a learner is missing the following steps are taken:

- **Visit Lead in conjunction with school will take charge of the incident.**
- Staff members to remain with all learners they are responsible for and carry out a headcount to ensure that no other child has gone astray.
- One staff member will search the immediate vicinity/last known placement of child, but does not search beyond that.
- The Head teacher/Safeguarding Officer is contacted immediately (**Phone numbers for all areas in school are stored on each mobile and attached to Visit RA, during a visit**) the incident is reported, the Police contacted. (Two senior members of staff accompanying learners on visits take responsibility of mobiles), mobile numbers for all phones taken on the visit and persons in charge of phones forms part of the visit RA,
- All learners wear an ID wristband with reference to Squirrel Hayes with schools contact number, also a mobile number for the visit lead.
- A member of school staff on the visit is to contact a member of the venues security to update them on the situation and to enable them to liaise/co-ordinate the search and liaise with the Police.
- Remaining learners on the visit will be fully supervised at all times and the decision will be made by senior staff on the visit as to what the remaining learners will do, this decision will depend on the type of visit, **location and facilities**.
- A safe place will be sought, with the support of the venues security, for the safety of remaining learners and staff.
- Staff to ensure the wellbeing of learners to reduce them becoming distressed.

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- The Head teacher/safeguarding officer contacts the parent/carer asking them to make their way to the school or outing venue as agreed. (The school is advised as the best place, as by the time the parent/carer arrives the child may have been returned to the school or staff at the venue).
- A full account of the incident will be recorded at the soonest opportunity by a member of the Senior Leadership Team including full details of what was happening at the time of the incident, who was present and the actions taken. This will include notes taken during the incident.
- A risk assessment review will take place and amendments made if appropriate.
- The incident is reported under RIDDOR arrangements.

If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, include interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

(Staff to be aware that of 1 April 2024 there are; Changes to missing child service, return home interviews will be completed by Trinity Support Service and not Catch22)

Version No.	Date of review	Reviewer	Changes Made
01	April 2012	Miss E. J. Smith	New policy
02	March 2013	Miss E. J. Smith	Reviewed

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Version No.	Date of review	Reviewer	Changes Made
03	January 2014	Mrs L. A Oakes	Addition of school mobile phones for support and remaining learners on a visit. Further knowledge to support risk assessments.
04	January 2015	Mrs L A Oakes	Addition of Missing Child Policy attached to main visit risk assessment.
05	Feb 2016	Mrs L A Oakes	Reviewed
06	Feb 2017	Mrs L A Oakes	Addition of phone use added to visit RA.
07	Feb 2018	Mrs L A Oakes	Addition in <u>If a learner goes missing on an Educational Visit</u> Of storage of numbers.
08	Feb 2019	Mrs L A Oakes	Addition of sentence to support remaining learners.
09	Feb 2020	Mrs L A Oakes	Addition of retaining notes collated. Support of venues security. Visit lead school mobile carried, number present on the wrist bands worn by learners. Individual RA for 1:1 learners. Copy of Policy will be emailed to relevant organisations supporting the school.
10	March 2021	Mrs L A Oakes	Addition of COVID instruction for doors and gates,
11	March 2022	Mrs L A Oakes	No doors will be left open at any point, actions from Fire Safety, removed.
12	March 2023	Mrs L A Oakes	Bubbles removed, locked gates throughout the day remained locked. Addition of time of gates locked and responsibility of all staff.
13	March 2024	Mrs L A Oakes	Includes defined links to Educational Visits Change to format, SCOPE - RESPONSIBILITIES - PROCEDURES Removal of Deputy Head Links Added links to electric gates.

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