



LANDAU
FORTE
ACADEMY
MOORHEAD

Policy Name	Missing Child
Policy Number	POL001
Date of Issue	March 2019
Author	H Dashfield
Reviewed by	
Date of next review	September 2020

1. Scope of the policy

This policy applies to Landau Forte Academy Moorhead.

2. Purpose of the policy

This policy is to ensure the safety of children whilst they are in the school's care.

3. Policy Detail

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. These are recorded on our electronic system and the Family Support Worker phones parents of any absent children by 9:15am.

When there is a trip off the school premises then it is the responsibility of the staff leading the trip to ensure that a regular register is taken or headcount made, this will depend on the nature of the trip, the mode of transport used and the location of the trip.

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or games lessons, or off Games, after school facilities and home facility. At the end of the academy day or after activities, the children are only allowed to leave the premises if their parents or an adult approved by their parents has come to collect them.

Children in Year 5 and 6 are only allowed to leave the school premises alone if written permission has been given by the parent. This permission will be kept on the child's electronic file. If no approved adult is there at normal pick up time, the child will be supervised until 3:45pm whilst contact is made and until they are collected. After 3:45pm the procedures in our Uncollected Children Policy will be followed and a referral to an agency such as Social Care may be made.

When a child is collected from school during the school day, whether due to illness or a prearranged appointment, they must **ALWAYS** be collected from the School Office, so that a note may be made in the signing out book to record the fact that they are no longer on the premises. Pupils are not allowed to leave the school premises on their own during the course of the school day.

It is the responsibility of the member of staff on duty, whether teaching or supervising play, to ensure that the children remain safe. Any visitors to the School are recorded arriving and leaving.

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Parents who come to School during the school day or after the day has ended are requested to report the School Office. There is a digital CCTV system in operation which covers the only entrance to the school premises and overlooks the back gate.

Missing Child Procedure:

Procedure 1 – if a child is noted to be missing from the School premises:

- One member of staff should call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment, e.g., music lesson, play rehearsal, school trip, external appointment etc. and inform the staff member on duty in the School Office of the situation.
- All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The staff member on duty in the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done).
- This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 2 – If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the school premises should be used.
- If appropriate, and enough staff are available to enable two to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough staff to leave the premises to observe the child the staff member on duty in the School Office may decide the child is unsafe and call the police on 999.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record. There is a separate procedure and policy in place for children lost whilst on school trips or activity holidays.



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CHARITABLE
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Change Made	Version 1.0
Made By	HDA