Absconders & Missing Children Policy

BENTLEY NEW VILLAGE PRIMARY SCHOOL

HEADTEACHER: kirsten mckechnie

2017 2019

**ABSCONDERS AND MISSING CHILDREN POLICY**

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| **PERSON RESPONSIBLE FOR POLICY: APPROVED: SLT** | **KIRSTEN MCKECHNIE** |
| **DATE: SEPTEMBER 2017** |
| **SIGNED:** K.MCKECHNIE | **ROLE: HEADTEACHER** |
| **TO BE REVIEWED:** | **SEPTEMBER 2019** |

**We believe that:**

* **All children can learn. All staff and children are able to recognise the value of learning.**
* ***All staff*, working at New Village, will have consistently high expectations of children’s learning potential, attitudes and behaviour and take corporate responsibility for ensuring these in, and around, school.**
* **Learning takes place in *all areas* of our school and through the *entire* learning day - inside and outside of the classroom.**
* **Children should be taught how to learn; learning how to be an outstanding learner is paramount to the ethos, aims and dynamics of New Village School.**
* **Consistently challenging, dynamic, engaging and empowering teaching leads to outstanding learning, resulting in a school where *every* child’s potential is realised.**
* ***All staff* will value *every child’s contribution* to the school and strive to create a learning environment that brings out the full potential in all.**
* **Rigorous, continuous monitoring, thorough and informed evaluation and accurate analysis of *all the elements* of teaching, is essential in ensuring high-level teaching and learning**
* **Learning at New Village will produce and enhance a learning skills-set that will be lifelong; we will actively promote this for every child and for all staff.**
* **New Village School will demonstrate its commitment to quality teaching and learning through its dedication to *continuous professional development* for all staff; recognising and exploiting all opportunities to enhance its workforce and the learning environment.**

**RATIONALE**

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

**RESPONSIBILITIES**

It is the Headteacher’s responsibility to ensure that all relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9.15 a.m. and again before 1.30 p.m.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office. It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions. If a parent takes a pupil out of school during the day, they must sign them out at the office. The school office completes the “Off Site Register”. It is the responsibility of Governors to ensure they are aware of the school’s procedures and to challenge/support the school in its review of this policy.

**PROCEDURES FOR REDUCING RISK OF ABSCONDING OR CHILDREN MISSING**

Start of the 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. There are clear procedures for welcoming pupils into school.

The school gates are locked at 9.10 a.m. After this time pupils report to the main school office using the main entrance. On rainy days pupils may enter school through their normal entrances and proceed directly to their classrooms where there will be adequate adult supervision. There will be skeleton staff on the school yard to monitor pupils entering school.

During lesson time:

Staff mark registers promptly and accurately – mornings and afternoons and return the red file to the school office. The caretaker is responsible for the locking of the external gates leading on to the yard at 9.15 a.m. when parents have left the yard. The staff on duty will ensure that the doors leading into the school are closed behind them. If pupils leave the classroom 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.

Playtime:

* Duty staff should be on the playground before pupils come out.
* External gates remain locked. Staff patrol all areas in the playground throughout the session including the MUGA.

Lunch time:

* As above.
* SLT members are available at lunch time.
* Lunchtime Supervisory Assistants are responsible for pupils, supervising pupils during the lunch time.

Home time:

The external gates are opened at 3 p.m. for parents and remain open for the children at 3.30 p.m. Pupils leave by assigned exits.

The caretaker is responsible for locking the gate at the end of the day.

* All pupils are escorted to the school yard by staff members unless they are to remain in school for after school activities. Children must be aware that they must not leave school unless they are accompanied or have been given permission by their parents to walk home alone or with a friend. Children who have not been collected their parents/carers must be brought to the reception when their parents will be contacted.
* No other adult can be given permission to take a child home in the absence of their parents

**EDUCATIONAL VISITS, RESIDENTIALS AND LOCAL WALKS**

* Thorough risk assessments and adequate staff/pupil ratios (at least following national guidance and often in excess of this) are adhered to when pupils leave the school premises. Permission from parents is obtained for each individual educational visit (except local trips, covered under the local trips permissions)
* The principal staff member in charge of a visit should have with them a list of attending pupil’s names, addresses, date of birth and parent’s contact numbers. They must also carry:
  + any prescribed medication that a child may require
  + First Aid Kit
  + Carrier bags
  + A receptacle in which children can be sick.
* A regular check of pupil numbers is essential at appropriate times during the visit e.g. start and finish of visit, after any toilet visit, lunch time etc.
* Each adult party member must be responsible for their group of pupils.
* At least one adult member of a school party must carry a mobile telephone in order to contact the school in the case of an emergency. Mobile contact numbers are left at school.
* The school is responsible for obtaining insurance for all pupils and staff for each visit.
* Responsible bus companies are used for transport for all visits.

**AFTER SCHOOL CLUBS**

* Thorough risk assessments are in place.
* A register of pupils should be taken for each activity.
* Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

**PROCEDURES IN THE EVENT OF A PUPIL ABSCONDING**

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

* If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SLT and the Headteacher -the school office must be notified immediately.
* The SLT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas to make sure the child isn’t hiding or lost.
* Once satisfied that the child is missing from the school premises and grounds, the caretaker or admin staff will check the CCTV for further information
* Parents/Carers will be contacted to raise awareness and discuss the next steps, immediate risks and agree likely actions
* The community police, or police, will be notified by school AND by the parent.
* A Key Worker (member of SLT) will be allocated for the remainder of the period that the child is deemed ‘missing’ and will remain involved in the situation until it is resolved.