Haworth Primary School

Missing Child Policy

Every effort is made to ensure the safety of your child whilst they are in our care at school. This policy sets out our procedures for maintaining safety and dealing in the event of a child going missing.

RESPONSIBILITIES

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of the policy, to ensure 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
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for hand over of the child at the beginning and end of sessions
- 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 AIMED AT REDUCING RISK OF A MISSING PUPIL

Start of the Day

- The school 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. **Responsibility for the child remains with the parent until the children have been admitted into schoolor has been collected from them at 8.45am by a member of the school staff**
- There are clear procedures for welcoming pupils into school. Staff meet and greet the children at the door. All key stage entrance doors are supervised and kept open until 8:50am this is to ensure that rigorous safeguarding procedures are in place. All doors are then closed. The doors are staffed until closed. After 8:50am all children must enter the school via the main entrance and must be signed in the late arrival log by the parent or carer bringing that child to school. This is to ensure that children are registered on the premises and that lateness is monitored Children will then be escorted to their relevant classrooms by a member of school staff.
- The main entrance is used between the hours of 8:50 am and 3.15pm, after the side gates are padlocked
- Staff mark registers promptly and accurately for the morning at 9:00am and afternoon sessions at 1:05pm

HOSC (before school)

- The school takes responsibility for children attending Breakfast Club from 7.30am until they are handed over to their class teacher at 8.50am
- Children move from Breakfast Club to their class room once the children in their class have begun to enter school, they are not let into class unsupervised

- Children attending Breakfast Club are supervised whilst playing outside. Staff wear hi-viz jackets and have constant communication via walkie-talkies with staff inside the school

HOSC (after school)

- The school takes responsibility for children attending HOSC after school from 3.15pm until they are handed over to their parent/carer
- Children attending HOSC are supervised whilst playing outside. Staff wear hi-viz jackets and have constant communication via walkie-talkies with staff inside the school
- Children needing to re-enter school during outside play sessions are escorted to where they are visible to another member of staff. They then enter school via the main playground door.

Times Outside of the Classroom

- When children are outside they are protected by fencing and padlocked gates and are supervised by an adult
- If pupils leave the classroom security to work in other parts of the school, we 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

Home time

- Staff escort pupils to the doors leading to the playground and ensure that all pupils are collected by the appropriate adult. After 10 minutes, pupils who are left are taken into the safety of the office where staff ring the contacts of the child. No child is then able to leave school without a member of staff knowing.
- If the child is not collected and we cannot contact any one on the child's file after half an hour, a member of the senior management makes the decision as to whether to contact Children's Services or the police. If a decision is taken to wait a little longer, the maximum amount of time is an hour from the original time the child should have been collected. The senior member of staff also contacts the Initial Contact Point on 01274 437500 (Children and Young Persons Social Care) to seek further advice. Should we be unable to seek advice, we will then make the decision to call the police.

Visits

- Thorough risk assessments are undertaken for each educational visit. School Policy ensures that there are adequate staff/pupil ratios in place. Adequate methods of communication/ contact and a list of pupils/groups is taken out on visits out of school. Mobile phones are taken on every visit and mobile contact numbers left at school. The SLT all have a copy of the Bronte Academy Trust Emergency Procedures and relevant policies.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the event that a child appears to have gone missing whilst at school:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT.
- Staff will promptly but calmly round up all pupils present against the register while the group are assembled in one place
- AT THE SAME TIME all other available staff conducts a thorough search of the premises and notifies the SLT member if the child is found
- A thorough check of all exits will be made to make sure 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 staff
- If the child has not been found by the time a register check is completed the staff will begin a search of the area
- 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

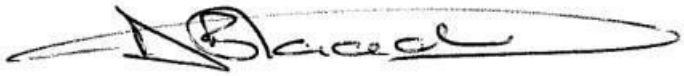
point the police need to be contacted. When contacting parents or carers please ask them to bring with them a recent photograph of their child

- Staff must try to remember and write down a description of what the child was wearing and any distinguishing features
- If the missing child has any special medical or learning needs then these need to be noted and disclosed to police or other agencies

In the event that a child appears to have gone missing whilst off school premises:

- Visit leader must ensure safety of remaining pupils
- One or more adults should immediately start searching for the child
- Visit leader should contact school to alert them
- If the child is not found within 5 minutes Visit Leader must contact police by phoning 999
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed

To be reviewed September 2027



Signed: **Date: 29/09/2026**

Chair of Governors