

## **Missing Child Policy**

This Policy will be used if a child fails to turn up to school or goes missing during or at the end of the school day.

### **Missing children at the start of the school day.**

If a child is unable to attend school for any reason parents are asked to ring the school office. All these phone calls will be recorded on the sheet in the school office.

If a child fails to turn up to school by the time the register closes and the school has not been informed then school office staff will ring home to find out why the child is not in school. They will continue to ring for the first hour and will leave a message where possible. If in the unusual event none of the usual contacts for the child can be reached, then the Headteacher or senior staff will be informed and a decision made on how to proceed.

### **Missing Children during the school day.**

If a child goes missing during the school day, or leaves the school premises, then the office staff or Headteacher will immediately ring the child's parents or carers. In this phone call, a strategy will be organised for finding the child and returning them to school. If the parent/carers cannot be contacted or the child cannot be located the Police will be contacted immediately.

### **Missing children at the end of the school day.**

If a child goes missing at the end of the school day then a member of the school staff will immediately contact the parent/carer to find out if the child has gone home with someone else, or is unexpectedly attending 'Little Angels' After School Provision. If not the member of staff and the parent/carer will devise a strategy for finding the child and returning them to their parent/carer.

### **After School clubs.**

At each after school club a register will be taken. If a child fails to arrive at the club and prior notice has not been given then one of the office staff will phone their parent/carer to ensure they are safe. Where clubs are run by parents a member of the school staff will stay onsite to ensure all the children are collected safely.

**'Little Angels' After School Club.**

Each class holds a register of pupils who have booked in advance and pupils will be escorted to the After School Classroom.

If a child fails to turn up for the After School Club, then the staff will contact school to ensure they are not still on the premises. If they are not, then the After School Club staff will contact parent/carer. The After School Club staff will keep the Headteacher informed and if necessary, will become involved in the strategy for locating the missing child.

At all times ensuring the safety of the missing child will be paramount.

**Children who are not collected from school**

If a child is not collected at the end of the school day they will sit in the main entrance to wait. A member of staff will ring the child's parent or carer and arrange how the child is to be collected. A member of staff will stay in the office until the child is collected.

**Reviewed Jan 2017**

**By Headteacher, Governing Body, Staff**