



ROBERT MELLORS PRIMARY ACADEMY

EYFS MISSING CHILD POLICY

OVERVIEW

The welfare of all the children in the foundation stage is of paramount importance and all staff members appreciate and are aware of their responsibility for keeping children safe at all times.

Staff ratios are generous and duty rotas exact so that every child is supervised the whole time they are in the care of the school.

Children will not be allowed to leave the premises during the school day. They will only be handed over to agreed supervising adults. In the extremely unlikely event that a child leaves the premises without the knowledge or permission of the head teacher, this policy will determine the cause of action.

OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours
3. To ensure that the building, grounds and play areas are safe and secure during school hours.
4. To ensure that teachers and staff keep children under proper supervision at all times.
5. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

SCHOOL SECURITY MEASURES

At Robert Mellors, safety and security is of highest importance. The school grounds are secured by fencing and two lockable gates. The fire doors can be automatically closed which closes down different areas of school. There is a school alert alarm that can be activated to let staff know there is an emergency.

The site manager is responsible for maintaining security of the main front gates by unlocking and locking at appropriate times.

The Foundation Unit gate is locked and unlocked throughout the day by members of the Foundation Unit. The gate will be locked by 9:10 and 12:55 by a member of the team. Before going into the outside learning environment, a member of staff will check that the gate is locked, before children are allowed outside. The gate to the main playground will also be bolted. Children will be counted in at the points throughout the day when they return inside (e.g. after playtimes, outside free flow).

However, should a child go missing, the following procedures are followed to ensure that the child is found and returned to effective supervision as soon as possible.

STRATEGIES

1. If a child cannot be found by their teacher or lunchtime supervisor, the head teacher and office must be notified immediately and told when and where the child was last seen.
2. The office will lock down the main entrance of the school and sound the school emergency alert alarm and organise staff to man all doors.
3. The remaining children will be left safe in the care of suitable staff. A register will be taken to ensure they are all present and correct.
4. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
5. If the child is not found within a short period of time, the police must be called by the head teacher or staff member.
6. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
7. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the head teacher notified. If in an enclosed space the appropriate staff in that environment can be initially informed before calling the police, for instance to give a message over the tannoy.
8. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
9. The LA will be notified by the head teacher that a child is missing.
10. If a member of staff finds the child the head teacher must be told at once. Parents, police and other authorities will be notified.
11. The head teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.
12. All appropriate records are completed and the incident reported on Well Worker.

OUTCOMES

The safety of all children will be given our highest priority. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.