

Southwold Primary School & Early Years' Centre

Missing and left child policy September 2024

Review date: September 2026



1. Measures in Place

The following measures are in place to ensure that children remains safe whilst in school:-

- Registration at the beginning of each session – morning and afternoon.
- Regular head counts, particularly when children are out of school on visits
- Close supervision of all groups of children by all members of staff with adequate ratios for supervision being met at all times and often exceeded.
- Secure doors. High handle leading into Reception, only accessible with a key code from the outside. Outer perimeter and playground perimeter gates locked during main school hours.
- Secure site where the site can only be accessed through electric gate from 8.00-3.15pm. During Nursery lunchtime hours – main gate into Nursery open for 15 minutes – CCTV monitors this gate along with school staff.
- Additional supervision at key times in the day – entry to and exit from school ➤ CCTV in operation around the school site.

Children only allowed to leave the premises with a named adult. Children leaving school with a named adult during the main school day signed out at Reception. Any change of routine needs to be reported to reception and discussed with a member of staff prior to collecting the child. Staff will seek confirmation via a telephone call to the usual carer if they have not received written or verbal permission prior to collection.

2. Risk Management – Key Points

Individual Risk Assessment. In the event of a pupil being identified as being at particular risk of running away, an individual risk assessment will be carried out in consultation with the parents/carers of the child, the Special Needs Co-ordinator and the Learning Mentor.

Communication and Information Sharing. The risks and risk-management measures will be shared with all school staff through the regular briefing meetings.

Identifying and Managing the Greatest Risks First. The most serious risk to a missing child is outside the school grounds, in particular, the risk from traffic on Kennington Road and other nearby major roads, particularly Ilkeston Road. Urgent priority must be given to searching Kennington Road, the adjacent park and nearby streets and this should be done without delay.

3. Missing Child

In the event of a child becoming missing **during the school day** the procedure is as follows:-

- Member of staff notifies the School Office and seeks support of additional staff members – administrative and caretaking staff will be notified immediately.
- Depending on time of the day – Nursery gate to be manned if open.
- School building and grounds (including car park and fields to be searched systematically). CCTV to be checked for last known sighting of the child – Office Staff.
- All teaching staff to be notified in order to remain alert. Any additional support staff will be allocated to the task of finding the child.
- If the child is not found within 10 minutes the parents will be informed.

In the event of a child becoming missing **after the school day** the procedure is as follows:-

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- Member of staff notifies the School Office and seeks support of additional staff members – administrative and caretaking staff will be notified immediately.
- Office Staff to monitor CCTV for last known sighting of the child. School gates to be manned

Further areas to be searched as follows:

- To search the surrounding area – Kennington Road and the park immediately adjacent to the school.
- To search Ilkeston Road and local shops.
- To search all roads leading from Kennington Road
- School building and grounds (including car park and fields to be searched systematically)
- All teaching staff to be notified in order to remain alert. Any additional support staff will be allocated to the task of finding the child.
- If the child is not found within 10 minutes the parents will be informed.

4. Left Child

In the event of a child being left at school at the end of the school day the following procedures apply:-

- School Office to contact parents/carers 10 minutes after the end of the school day if no contact has been made. School Office to continue to make contact after this time. If no contact has been made after 30 minutes, member of staff to telephone child's emergency contacts. School Office to make Head Teacher/Deputy Head Teacher aware of situation.
- After trying known associated adults/families – Head Teacher/ Deputy Head Teacher to make a decision about calling Social Care.

- Head Teacher/Deputy Head Teacher make initial contact with Social Care
Contact Social Care – Head Teacher/Deputy Head Teacher

Signed: _____ Head Teacher

Signed: _____