****

**CANBURY SCHOOL**

**Missing Child Policy and Procedures When a Child Is Not Collected on Time**

**Part One: Missing Child Policy**

Introduction

The welfare of all students is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times.

Actions to be followed by staff if a student goes missing from the school

It should be noted that as soon as a student is identified as being missing that a decision must be made by the member of staff about the steps to be taken and the entry level for following the guidance below. For example, the entry level for steps to be taken might be different for a student missing a register/roll call than it would be for a student who has not returned from being off site.

Our procedures are designed to ensure that a missing student is found and returned to effective supervision as soon as possible. If a student is found to be missing, we will carry out the following actions:

* Check the attendance register and Signing Out Book/Sheet
* Speak to other students to see if they have any information
* Send a blanket email to Teaching Staff to ascertain a child’s whereabouts
* Try to make contact with the missing student by telephone and consider email/social media
* The Class Teacher will co-ordinate a search
* If the search fails, the Deputy Head Pastoral will be contacted to confirm the next step
* A decision will be made regarding contacting the parents/guardians of the missing student and also alerting the Head. Parents will have the situation explained to them, what steps have been set in motion and they may be asked to attend the school.
* A decision will then be made regarding contacting the Police

When a missing student is found, an investigation will be conducted to discover the reasons for the absence and whether any further action such as counselling would be appropriate for the student.

 A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

 Actions to be followed by staff if a student goes missing on a school trip

* An immediate head count would be carried out in order to ensure that all the other students were present
* An adult would search the immediate vicinity
* The appropriate member of staff at the school should be notified by phone (a member of SLT).
* Identify who will be the lead member of staff to co-ordinate actions from the school site.
* The Head will decide whether to advise the Chair of Governors as and when appropriate.
* Decide whether the remaining students should be taken back to school as soon as possible or continue with planned trip
* Ask the lead member of staff on site to ring the student’s parents and explain what has happened, and what steps have been set in motion. It may be appropriate to ask them to come to the school at once.
* Contact the Police

A full record of all activities taken up to the stage at which the student was found would be made for the incident report. If appropriate, procedures would be adjusted.

 Actions to be followed by staff once the student is found

* Talk to, take care of and, if necessary, comfort the student
* Speak to the other students to ensure they understand why they should not leave the premises/separate from a group on an outing
* The lead member of staff at school will speak to the parent(s) to discuss events and give an account of the incident
* A full investigation will be carried out to understand the circumstances
* Media queries should be referred to the Head
* The investigation should involve all concerned providing written statements
* The report should be detailed covering: time, place, numbers of staff and students, when the missing student was last seen, what appeared to have happened, the purpose of the outing, the length of time that the student was missing and how he/she appeared to have gone missing, lessons for the future.

**Part Two: Procedures to be followed by Staff when a Child is not collected on time**

If a student is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parents or carers in order of priority. If there is no answer, the teacher will begin to call the emergency numbers for this child. During this time, the child will be safely looked after.

We undertake to look after any student safely throughout the time that he or she remains under our care.

**Part Three: Procedures to be followed by staff when students are out of class**

 If a student leaves a lesson, with or without staff permission, the following action should be taken:

* An LSA or the teaching member of staff should find out where the student has gone in the school.
* If the teaching member of staff cannot leave the class room then they must inform reception that the student is missing from their lesson. Reception must then either locate the student or find a member of SLT to locate the student.
* The action taken after the above steps depends on the student and their individual support plan. Staff must be aware of these plans and ensure they follow the guidance given.