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 with the unlikely event of a child going missing.

RESPONSIBILITIES

It is the Head of School’s responsibility to ensure that all relevant staff are aware of this 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
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 (see timings in the point below).
Clear procedures for welcoming pupils into school, include staff meeting and greeting on the playground (8:35am onwards at FPJS and 8:50am onwards at FPIS). Pupils at FPJS are allowed access to the school from 8:40am.
Doors into classes closed at 9:00am; including external gates to the immediate school grounds.
Main entrance receptions to be used between the hours of 9.00am and 3.10pm once gates are locked.
Staff mark registers promptly and accurately – FPJS, mornings and afternoons and hand registers back to the office for first day texting (9:00am); FPIS, register online with morning registers to be completed by 9:00am for first day calling.

Outside Time/Lunch/Playtime
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 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.
External class doors leading onto the field are closed before and after playtime and dinner time.
After lunchtime play, class teachers MUST register their class and return registers to the school office (FPJS) or register online (FPIS) *IT IS THE CLASS TEACHERS RESPONSIBILITY TO NOTIFY THE SCHOOL OFFICE IF A PUPIL IS ABSENT – this must be face to face because attendance is not checked in the afternoon.

**Hometime**

Pupils leave via the playground; EYFS via the EYFS gate. After 10 minutes, any pupils that are left must go to main reception to wait. Pupils are reminded throughout the year (in assemblies, newsletter and form time) that, if their adult collecting is not where they should meet, the child is to return immediately to the school reception area. If this is out of hours due to a club, the adult running the club is responsible for the child’s safety.

At FPIS, handovers are in place between a trusted adult and the school member of staff to ensure all children are accounted for.

**Visits**

Thorough risk assessments and adequate staff/pupil ratios, (in line with LA policy and guidelines on approval of visit), no less than one staff member to 10 pupils are provided when pupils leave the school premises (2 members of staff for only 10 children – see Off site policy). Adequate communication contact and a list of pupils/groups to be taken on visits out of school. Mobile phones taken on every visit (by staff only) and mobile contact numbers left at school.

**PROCEDURES IN THE EVENT OF A CHILD GOING MISSING**

In the event of a member of staff fearing that a child has gone missing while at school (including out of school hours clubs/events):

Member of staff who has noticed the missing child will calmly inform the nearest member of the SLT and office staff.

Staff will promptly but calmly round up all class/group pupils to a pre-arranged area (classroom) and a designated member of staff will read the group a story (or alternative group/club activity).

Staff will count and name check all the pupils present against the register while the group are assembled in one place.

AT THE SAME TIME all other available staff will conduct a thorough search of the premises and notify the SLT member if the child is found immediately.

A thorough check of all exits to 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 immediately.

If the child has not been found by the time the register check is completed the SLT member will notify the Head teacher. Staff will begin a search of the area immediately.

If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Head of School or next most senior member of staff on site will decide at which point the police need to be contacted (in discussion with parents/carers OR after 15 minutes from initial report). When contacting parents or carers please ask them to bring with them a recent photograph of their child. Parents to contact immediate family and friends in the local area to see if they have seen the 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, to be disclosed to police or other agencies.
Additional extra curricular information: FPJS staff run after school clubs
Club/event registers must be returned within 10 minutes of the club/event starting to the office staff on duty.
Any ‘Missing pupils’ will be immediately searched for (cloakrooms, classes, play areas, ICT suite, Library etc) whilst re-registering all clubs.
If child is not found then phone call to parents of the ‘missing pupil(s)’ and follow above procedures.

If the event of a member of staff fearing that a child has gone missing while 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.