LANDAU FORTE ACADEMY GREENACRES

Policy Name	Missing Child Policy
Date of Issue	June 2024
Author	L Bridge
Reviewed by	P Pratt
Date of next review	June 2027

Scope of the policy

This policy applies to Landau Forte Academy Greenacres

Purpose of the policy

This policy is to ensure every effort is made for the safety of the pupils whilst they are in the School's care.

Policy Detail

Prevention:

Every effort is made to ensure the safety of the pupils whilst they are in the School's care. To prevent a child going missing all children are registered twice a day, at the start of the School day and after lunch. The completed registers are returned to the School Office so that they can follow up any absences and call parents.

When there is a trip off the School premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip. (see off site trip policy/procedures)

The children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or Games lessons, or off Games, after school facilities and homework facility. At the end of the School day or after activities, the children are only allowed to leave the School premises if their parent or an adult approved by their parents has come to collect them.

Children in Year 6 are only allowed to leave the school premises alone if written permission has been given by the parent. This permission will be kept on file in the school office. If no approved adult is there at normal pick up time, the child will be supervised until 4 p.m. If the relevant adult has not arrived to collect their child by 3.45pm the child will be left in the care of our out of school club staff on duty whilst enquiries are made and until they are collected.

When a child is collected from School during the School day whether due to illness or a prearranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on premises. Pupils are not allowed to leave the School premises on their own during the course of the School day.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the School are recorded arriving and leaving. Parents who come to School during the School day or after the day has ended are requested to report to the School office.

There is a digital CCTV system in operation which covers the only entrance to the School premises and overlooks the back gate.

Missing Child Procedure

Procedure 1 - If a child is noted to be missing from the School premises:

- One member of staff should call the register to check and establish which child is missing.
- Check with the School Office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform the Staff member on duty in the School Office of the situation.
- All available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- The Staff member on duty in the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.)
- This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Procedure 2 - If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the Staff and cannot be persuaded by them to stay on premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the School premises should be used.
- If appropriate, and enough Staff are available to enable one to leave the Premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough Staff to leave the premises to observe the child the Staff member on duty in the School Office may decide the child is unsafe and call the police.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record. There is a separate procedure and policy in place for children lost whilst on school trips or activity holidays.

Policy Name	**Missing Child Policy**
No Changes Made	**-**
Date Made	**24/6/2024**
Reviewed By	**P Pratt**
Principal	**L Bridge**

LANDAU FORTE CHARITABLE TRUST