

Our Lady Queen of Peace RCVA Primary School

In our school we believe that each person is unique and created to flourish in God's image. We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.



Missing Child Policy

Context

This policy should be read alongside the school's Attendance Policy and in particular with the school's Child Protection and Safeguarding Policy.

The policy has regard to the DfE guidance, Keeping Children Safe in Education: Statutory guidance for Schools and Colleges 2016

Policy and Procedures

The school will carry out twice-daily registration and absences will be dealt with in accordance with the school's Attendance Policy.

This policy covers those instances where a child goes missing from class, the school grounds or whilst off-site. Most importantly, it covers those instances when:

- There is a repeated pattern of absence
- The reason for absence is unclear or unexplained
- A member of staff has concerns about the nature of a pupil's absence
- A parent informs the school that their child is to leave

In these instances the school's Designated Safeguarding Lead (DSL), Barbara Reilly-O'Donnell, or one of the Deputy Safeguarding Leads, Elizabeth Maher or Kelly Lamond, should be consulted

When a pupil leaves the school, the school will make contact with the receiving school to ensure the child is registered at the school and has started to attend. Any Child Protection documents will be forwarded in line with the agreed procedures.

If child goes missing from class:

- Send a message to the office to inform Head teacher and Bursar .
- Ensure class are adequately supervised (if necessary, ask an assistant from another class to briefly cover)
- Together with Head teacher*, begin a systematic search of the school building and premises, beginning with the child's classroom and toilet area.
- Meanwhile, the School Bursar will stand by the front gate ensuring that the child does not leave the school.

If the search does not find the child, contact the police and the parents immediately.

If child goes missing from the playground or field:

- Send a message to the staffroom to inform the Head teacher, the Bursar and staff.
- Another member of staff will come outside to assist.
- Together with Head teacher*, begin a systematic search of the school building and premises, beginning with the child's classroom and toilet area.
- Meanwhile, the School Bursar will stand by the front gate ensuring that the child does not leave the school.

If the search does not find the child, contact the police and the parents immediately.

If child goes missing whilst off-site, (eg Swimming, school visits)

- When children are taken to activities off-site, the responsible member of staff will take with them a class list with contact telephone numbers and the school mobile phone.
- If a child goes missing, seek assistance from staff at venue and carry out a systematic search of the building whilst ensuring the safety and security of the remaining children
- Telephone school to inform the Head teacher, the Bursar and staff.

If the search does not find the child, contact the police and the parents immediately.

*If either the Headteacher or the Bursar is not in school that day, the Deputy Head Teacher will conduct the search. Ensure that all senior staff are made aware of the situation if the Head Teacher is not in school.

If child fails to arrive at school

- The school administrator will telephone parents and other named contacts
- If the administrator is unable to make contact the school attendance officer will be requested to visit the family home
- If the child's family remain uncontactable **contact the police immediately.**

If child is missing from education

A child missing education from school due to repeated and unexplained absence, or by leaving the school unexpectedly is a potential indicator of abuse or neglect, or where a family may be in need of additional support.

This policy applies to children who have significant absence from school without good reason, including persistent absentees (90% and below attendance) and those that go missing unexpectedly.

The school has drawn up this policy to deal with children who miss schooling in these circumstances, particularly on repeat occasions and for those children who leave school without clear indications of where they will be continuing their education. It also aims to prevent the risks of their going missing in the future.

When a pupil leaves our school without clear indication of a receiving school, the school will contact the Local Authority CME Officer to advise them of the situation and to start their tracking procedures.

The Attendance Officer will also be informed. In addition, we will inform the Local Authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more.

Monitoring and Review

This policy is reviewed by governors every two years. It will also be reviewed in the light of new legislation.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.

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