**WEALD CPS**

**MISSING CHILD POLICY (WHOLE SCHOOL INCLUDING EYFS)**

Every effort is made to ensure the safety of each pupil whilst they are in the school’s care, be it on or off site. Every member of staff has equal responsibility in ensuring the safety of our children and knowing where they are. It is the responsibility of parents and carers alike to ensure they provide correct and updated information on a timely basis and know the procedures for handover of their child at the beginning and end of the school day.

This policy sets out our procedures for dealing with the unlikely event of a child going missing.

**Procedures Aimed At Reducing Risk of a Missing Pupil:**

* Children must NOT be dropped off until a member of staff is present and until the gate has been opened.
* Once the pupil is inside the Green Gate, the school is responsible for welfare.

**Break Supervision**

Staff supervise the playgrounds at all times. No child is permitted to leave the school campus to collect balls etc, and gates must be kept locked at all times.

**Educational Visits:**

Staff must adhere to the Educational Visits policy at all times and act upon the guidance with regard to ratios. A mobile phone should be given to the Party Leader and procedures as outlined on the Leaders’ Emergency Reference Card must be adhered to. With regard to Residential Trips, the Party Leader must be in direct contact with a designated member of LT who will also have access to emergency procedures.

**Procedures in the event of a Child Going Missing**

In the unlikely event of a child going missing, staff should do the following:

* All staff will remain calm at all times
* The senior member of staff present or the Party Leader will do a thorough headcount
* The senior member of staff present will inform the Headteacher and deploy staff appropriately in order to have maximum effect in finding the lost child (via the school office if incident occurs on a visit).
* If a child goes missing on an Educational Visit off site, where possible, two adults will remain with the children while other staff and adults carry out a search.
* The immediate area will be searched first and then surrounding areas.
* If the child has not been found within ***5 minutes***, the senior member of staff will inform the Police and/or the security person at the venue. The Police must be given a photo of the child which the Party Leader will be holding as a matter of course when on an Educational Visit.
* The parent/carer will then be informed immediately, unless there are reasons connected with the child’s welfare which indicate that this should not be done
* The senior member of staff will continue to take instructions from the Police while other staff continue to search. The Headteacher will be kept informed at all times.
* Once the child has been found, a full report will be written by the senior member of staff present and signed by all other staff present. This will then be submitted to the Headteacher who will be responsible for reviewing any relevant policies, procedures and safety issues that can be revised in order to prevent similar incidents occurring again.
* The report will form the basis of the investigation which will be carried out by the Headteacher, and logged in the incident file.
* Should it be found that there was a case of gross indiscipline on the part of the child, the Headteacher must include the parents in the investigation. The school reserves the right to exclude a child on such grounds.

All staff including the registered person(s) must keep in mind and act upon at all times, the fact that the child’s welfare is paramount.

DP: 0916