

**INWOODS SMALL SCHOOL**  
**MISSING CHILD POLICY**  
Including procedure for uncollected children

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|-------------------------|---------------------------|
| Last Review Date        | September 2020            |
| Policy endorsed by      | The Trustees & Principal  |
| Policy is maintained by | Inwoods Coordinator       |
| ISI reference           | A9, E9                    |
| Next review date        | August 2021               |
| Review body             | Principal and Coordinator |

### **Overview**

Children are not allowed to leave the premises during school time without the permission of a teacher. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to the school, should a child leave the premises unauthorised. It also includes procedures for uncollected children, and action in the case of a child missing school.

### **Objectives**

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have a teacher's permission to leave.
3. To ensure that children who leave school during the school day only do so a) with a teacher's permission and b) that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that all teachers and school staff keep the children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school.

### **Strategies**

1. If a child cannot be found by the Class Teacher, the School Coordinator **must be notified immediately and told where and when the child was last seen.** Time is of the essence and prompt actions must be taken by all.

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2. The remaining children in the class will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds.
3. The Police must be called by either a classroom teacher or the School Coordinator if the child cannot be found.
4. Members of staff, where available, may be sent to search the local area.
5. If a child is missing during an outing or school visit the teacher in charge must ensure that the remaining children are safely cared for by other staff and adult helpers. An urgent but thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called and the School Coordinator and school notified.
6. School will immediately notify the child's parents.
7. The Local Authority will be notified by the Principal that a child has gone missing.
8. If the child has been located the Principal, Police, parents and the Local Authority will be notified.
9. The Principal and the School Coordinator will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

### **Outcomes**

The safety of all children will be given our highest priority. A missing child should be an extremely rare occurrence. This Policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point.

### **Procedure for uncollected children**

At Inwoods Small School we are committed to the care of any uncollected child at the end of the day until that child is collected. Parents/carers are asked to notify the School Coordinator if they will be late to collect their child.

Our school day ends at 3:15pm and children are supervised by Inwoods staff at the point of collection until their parent arrives.

In the event that a child is not collected by the due time a telephone call will be made to parents, not later than 3:30pm, to ascertain the situation. The child will remain supervised at Inwoods until the parent/carer arrives.

### **Authorisation**

At Inwoods Small School a child is never released to an unauthorised person, even if the collection is late, unless an authorised person telephones to state that, because of an emergency, a different person will be collecting the child. The authorised person should give the name, address and a physical description of the unauthorised person and the member of staff should check this description and details before permitting the child to leave.

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If someone other than the parent/carer will be collecting a child we ask that the parent/carer introduce the third party to staff prior to the arrangement and inform us in writing. In some cases, when there are multiple people involved in the collection of a child, a password will be agreed with the parent.

### **Action in the case of a child missing school**

In the case of repeated absence from school the DSL or Deputy will contact parents to establish the cause and contact Children's Services if they are not satisfied that absence is appropriate. If a pupil fails to attend school regularly or is absent without leave for more than 10 school days, the LA will be notified. If a pupil leaves the school before the age of 11, and no onward school is given, the school will contact the local authority of the child's place of residence.