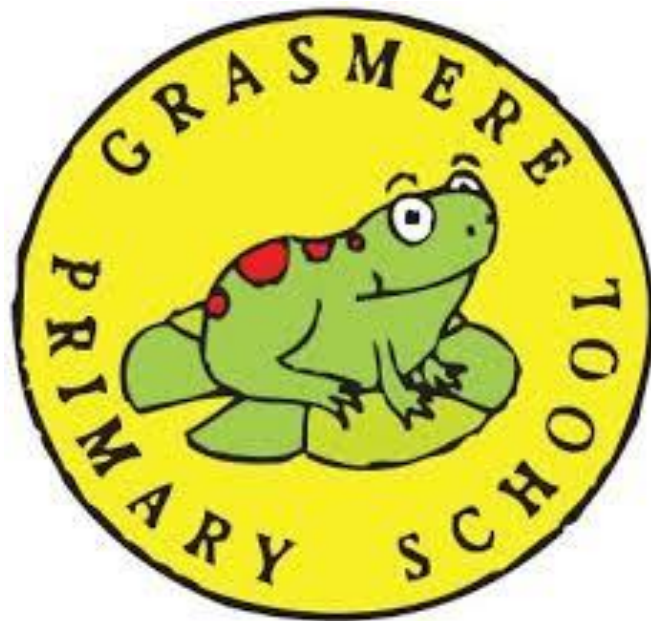


# **Grasmere Primary School**



## **Missing Child Policy June 2015**

## **1. Introduction**

We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the school or when they are on an educational visit.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## **2. Aims**

- To ensure that security procedures are in place to deal with the unlikely event of a missing child.
- To work with other schools to share good practice in order to improve this policy.

## **3. Responsibility for the Policy and Procedure**

Role of the Governing Body

The Governing Body has:

- appointed a Site Manager to put into practice school security measures;
- delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- appointed a Security Committee composed of one governor, the Headteacher, Site Manager and a member of staff to look at all aspects of school security;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

## **4. Role of the Headteacher**

The Headteacher will:

- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of security procedures and the roles of school personnel;
- notify parents of school security procedures and the procedures for dealing with a missing child;
- work closely with the link governor;
- provide leadership and vision in respect of equality;

- provide guidance, support and training to all staff;
- monitor and evaluate the effectiveness of this policy
- annually report to the Governing Body on the success and development of this policy

#### **5. Role of the Security Committee**

The Security Committee will:

- monitor security procedures;
- undertake/coordinate security risk assessments;
- consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement;
- inform parents of new and improved security measures

#### **6. Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

#### **7. Role of School Personnel**

All school personnel will:

- be aware of and abide by this policy;
- undertake appropriate training in security procedures;
- inform and remind pupils of security procedures such as the reporting of unidentified school visitors;
- remind pupils that should not leave the school premises or to wander off while on an educational visit;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

#### **8. Role of Pupils**

Pupils will:

- be aware of and comply by all security measures that are in place;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys

#### **9. Role of the School Council**

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;

- organising surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

#### **10. Role of Parents**

Parents/carers will:

- be aware of and comply with this policy;
- ensure they provide correct and updated contact details;
- be aware of school security procedures especially at the beginning and end of the school day
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

#### **11. Risk Assessments**

Risk assessments are:

- in place in the event that a child should go missing on or off site;
- reviewed if a child should go missing

#### **12. Reducing Risk of a Missing Child**

All security procedures must be reviewed annually by the Resources Committee.

Every day school personnel must be aware of the following:

- entrances and exits are secure
- windows are secure
- challenging and dealing with unauthorized people on the school site
- alarms are switched on
- outside lighting is switched on
- security of valuables and personal possessions
- visitors and contractors
- wearing identification badges
- carrying personal alarms

#### **13. Procedures to Follow in the Event of a Child Going Missing**

In the event of a child has gone missing in school:

- Inform the Headteacher/Senior Leadership Team
- Search the premises
- Check the CCTV footage
- If the child is still not found then contact the police giving full details of the child
- Search the immediate area surrounding the school
- Contact the child's parents
- When the child is found review security procedures

In the event of a child has gone missing off site:

- Inform the party leader
- Search the area
- Inform the police
- Notify the school
- When the child is found review security procedures

#### **14. Training**

All school personnel must be trained in how to deal with a child going missing. We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

#### **15. Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

#### **16. Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

#### **17. Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

#### **18. Linked Policies**

- Safeguarding & Child Protection ☐ School Security ☐ Health & Safety
- Pupil Behaviour & Discipline ☐ Attendance & Truancy ☐ Supervision of Pupils
- Pastoral Care ☐ Troubled and Vulnerable Children

**Review Date June 2016**