



Missing Child Policy

This policy is produced with due regard to the Independent School Standards Regulations and Keeping Children Safe in Education July 2015

- Governors are kept informed of pertinent legislation changes and ISI updates through the Fabric sub-Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

Version Control	
Governor Co-ordination:	Fabric sub- Committee
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Latest ISI Update Check:	April 2016
See also - Safeguarding Policy	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2015) and **Keeping Children Safe in Education** (www.gov.uk 2015)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



1 Introduction

- 1.1** The welfare of all children at Runnymede St Edward's School is our paramount responsibility and priority and all staff are aware of the importance of keeping all children safe at all times.

2 Staffing ratios

- 2.1** The staffing ratios at Runnymede St Edward's School are appropriate and in line with statutory regulations, and are designed to ensure that all pupils are supervised whilst in the school's care.

3 Site Security

- 3.1** The school playgrounds are surrounded by secure fencing and gates and doors are security coded.
- 3.2** During school hours, visitors to school must announce themselves via an external intercom system and use the designated approach and entrance. Visitors to the Pre-school department announce themselves via an intercom system.
- 3.3** Visitors into school must sign the appropriate register and wear a visitor's badge.
- 3.4** As they leave visitors are asked to sign out and return the badge.
- 3.5** Necessary checks are made of all visitors.
- 3.6** Procedures at the beginning and end of the school day aim to keep all pupils safe and reduce the risk of a child going missing.

4 Procedures at the Start of the Day

- 4.1** School opens at 8.30am
- 4.2** Children in Preschool are taken directly to the preschool by parents or nominated adult and handed over to the supervisory preschool staff
- 4.3** Children in Reception go directly to their classrooms where they are supervised by staff. After Easter they are supervised on the playground with the other children. A Nursery Nurse is always on duty.
- 4.4** All KS1 and KS2 pupils are supervised on the KS2 playground by a members of staff until it is time to go to their classrooms
- 4.5** In inclement weather KS1 and KS2 pupils are directed to the Ley Hall where they are supervised
- 4.6** Children who attend Breakfast Cub session, attend from 7:45am and are supervised by staff.
- 4.7** At the end of Breakfast Club the children are supervised and escorted to the appropriate school locations



5 Procedures at Lunchtime

- 5.1** Preschool children at lunchtime are escorted to and supervised in the Ley Hall. The Preschool children are supervised during lunch and when they 'play' after lunch either outdoors or indoors
- 5.2** Preschool children are collected by their parent or nominated adult from the Preschool.
- 5.3** Reception children are escorted and supervised to the dining room facilities and are supervised during lunch and when they are escorted and supervised into the playground.
- 5.4** KS1/KS2 children are escorted and supervised to the dining room facilities, supervised during lunch and when returning to the playgrounds.
- 5.5** All children are supervised during lunchtime play-two Lunchtime supervisors are on the Infants and also on the Junior playground.
- 5.6** Children who attend lunchtime activity clubs or music lessons are collected from the appropriate playground by the staff responsible for the club or music lesson

6 Procedures at the End of the School Day

- 6.1** Preschool children are collected by their parents or nominated adult from the Preschool department.
- 6.2** Reception children are collected by their parents or nominated adult from the Reception classroom
- 6.3** KS1/KS2 children are escorted by their teacher to the front of the school building where they are collected by their parent or nominated adult
- 6.4** Children who are not collected at the due time are brought back into school and supervised whilst their parent/guardian are contacted using database information
- 6.5** No child is left unattended. If a staff member has an extra-curricular then the child is handed to a responsible adult. The responsible adult then takes responsibility for the child.
- 6.6** Children who are registered for after school care are escorted to the club if they have a pre-booked place and handed directly to the aftercare staff.
- 6.7** Children who attend afterschool extra- curricular clubs are collected by the member of staff responsible for the activity.
- 6.8** Staff have a list of children who have signed up for the activity, and a register is taken.
- 6.9** Children waiting for independent transport are supervised until the coach/taxi arrives.
- 6.10** Any children catching a bus or walking home need a letter from their parents giving permission.

7 Registration

- 7.1** A computer based class register is taken at the beginning of the school day and at the beginning of the afternoon session.
- 7.2** Parents are requested to telephone school if a child is not able to attend the day's session, before school begins.
- 7.3** If there is no notification, then school will contact the parents of those children who have been marked absent in the register.



- 7.4 Pupils who have external appointments during the school day are signed out and signed in when they return.
- 7.5 Parents need to write or telephone the school about their intention.
- 7.6 A copy of the register is kept in the Admin office (Mrs Robinson).
- 7.7 If a child is late, parents must sign the late register kept in the foyer.

8 Procedure to be Followed by Staff if a Child Goes Missing:

- 8.1 Our procedures are designed to ensure that a missing child is found as soon as possible. If a child was found to be missing the following procedure will be followed:
- 8.2 Take a register in order to ensure that all the other children were present
- 8.3 Ask adults and children if they can say when they remember seeing the child
- 8.4 Check thoroughly the area and all small spaces, cupboards, toilets washrooms where a child might hide
- 8.5 Check doors, gates (& CCTV) for signs of entry/exit
- 8.6 Inform the Headteacher and CP Officer
- 8.7 Inform parents of what has happened, what action has been taken, and ask them to come to school
- 8.8 Headteacher to arrange for staff to conduct a wider search of premises and grounds
- 8.9 Headteacher to inform Police
- 8.10 If the child's house is within walking distance, a member of staff to set off on foot to attempt to find child
- 8.11 The school would co-operate fully with any Police investigation by Social Care
- 8.12 The Child Protection Officer would inform the local Children's Safeguarding Board
- 8.13 Head teacher to inform Chair of Governors
- 8.14 Head teacher to inform ISI
- 8.15 Head teacher to inform Insurers
- 8.16 A report would be made under RIDDOR to the HSE (Health & Safety Executive)
- 8.17 Ensure that all other children are kept calm and safe
- 8.18 A full record of all activities taken up to the Stage at which the child was found would be made for the incident report. If appropriate procedures would be adjusted.

9 Procedure to be Followed by Staff if a Child Goes Missing on an Outing

- 9.1 Immediate head count taken to ensure all the other children were present
- 9.2 An adult to search immediate vicinity
- 9.3 Contact venue manager and arrange a search
- 9.4 Inform Head teacher and Child Protection Officer by mobile phone
- 9.5 Inform parents
- 9.6 Contact Police
- 9.7 Child Protection Officer to inform local Children in Safeguarding Board
- 9.8 The school would co-operate fully with any police investigation and any safeguarding investigation by Social Care
- 9.9 Inform Chair of Governors
- 9.10 ISI would be informed
- 9.11 The Insurers would be informed
- 9.12 (if the child is injured) A report would be made under RIDDOR to the HSE
- 9.13 Remaining children taken back to school
- 9.14 A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.



10 Procedure to be followed when the child is found

- 10.1** Talk to, take care of, and if necessary comfort child
- 10.2** The Headteacher to talk to parents to discuss events and give an account of the incident
- 10.3** The Headteacher will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- 10.4** The investigation should involve all concerned providing written statements
- 10.5** The report should be detailed covering: time, place, staff-pupil ratio, when the child was last seen, what appeared to have happened (the purpose of the outing), the length of time the child was missing and how he/she appeared to go missing, lessons for the future
- 10.6** Staff to speak to all children to ensure they understand why they should not leave the premises/separate from a group on an outing

We at Runnymede St Edward's School undertake to look after the children's safety throughout the time that he or she remains under our care. This policy will be reviewed regularly in order to satisfy that all procedures both preventative and action, are robust and effective.

B. Slater - Headteacher

January 2016