



Our Christian Vision

In the Parable of the Sower, Jesus Christ tells us that God is like a generous farmer and we are like the soil in which he plants his seeds. At Christ Church and Holy Trinity Schools, we are learning how to be good soil, so that we grow to love God, our neighbour and ourselves and thereby enable every member of our community to flourish. Each day, we endeavour to face up to all that challenges our growth, in order to see with our eyes, hear with our ears and understand with our hearts God's Good News for the world and to cultivate the virtues with which to produce an abundant harvest.

Our Mission

Christ Church & Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunity to reach their maximum academic and social potential. Excellent teaching, learning and relationships are at the heart of our schools.

Missing Child Policy

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, what is expected, the procedures to follow and to ensure that the policy is reviewed regularly and at least every two years. It is the responsibility of all staff to read the policy and act at all times according to its guidance.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Registers must be saved at 9.20 and 1.40 every day so that the office have an up to date list of the children present in the school.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents if it is more than a very local trip and staff in the school office.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of the day. Children should never be left unaccompanied before school (prior to 8.55). Children are the responsibility of parents and carers in school after they have been handed over from classrooms at the end of the school day.

If a parent takes a pupil out of school during the day, they must sign them out at the office.

Procedures Aimed at Reducing Risk of a Missing Pupil

Start of the school day:

Parents and carers are responsible for seeing that children have entered the school building once the doors have been opened. Once inside the school building it is the responsibility of the school to keep the children safe.

The school doors will close at 9.05 and we ask that parents do not deliver children to classrooms but merely inside the school doors so that the corridors are not congested at the beginning of the day and teachers can clearly see the children that they are leading to class.

During the day:

Children always ask the class teacher if they need to leave the room for any reason. Children have designate toilets that they use for each classes and one child can go to the toilet at a time so that this can be monitored.

The class teacher is responsible for the whereabouts of their children all day and all music tutors and other teaching assistants supporting learning must tell the class teacher if they are taking a child out of the classroom if they are teaching them.

We have a safe space for children two children whose behaviour at times can put them at risk to themselves and for whom we assess there is a chance of them running off site. See separate planning and procedures for the use of this room for these children.

Children walk around the school in register order so that is it easy to see if a particular child is missing.

All external doors are locked and the exit buttons are up high on both sites.

Playtimes:

Duty staff should be in the playground before pupils come out. There are at least four adults in the playground at Christ Church and two at Holy Trinity, and they are responsible for ensuring that the main playground gate is locked during the whole of playtime. At the end of play all children assemble in their class lines.

One adult per duty ensures that the toilets are empty and the doors are pinned open to be certain that no one enters the toilets after children have lined up at Christ Church and staff need to check each cubicle at Holy Trinity.. The staff on duty wait in the playground until all class teachers have their children.

Beginning teachers and teaching assistants can accompany children from the playground but the class teacher (or covering teacher) should also always be present too.

During lunchtime:

Duty staff should be in the playground before pupils come out. There are at least three adults in the playground for each lunchtime session and they are responsible for ensuring that the main playground gate is locked during the whole of playtime. At the end of each play the children assemble in their class lines.

There is always a senior leader on duty during lunch time.

At Christ Church one adult ensures that the classes going over for lunch are led and there is an adult in every road ensuring the safe crossing of the children. This adult will ensure that the whole class stays together as they line up on the piazza and are led in for lunch.

One adult per duty ensures that the toilets are empty and the doors are pinned open to be certain that no one enters the toilets after children have lined up. The staff on duty wait in the playground until all class teachers have their children with them.

Procedures for the end of the day:

Parents wait outside the school building and the children are sent to them once they have been seen by the class teacher. Parents should not take children without permission from the class teacher or LSA.

If a child is going home with another child the parent needs to have informed the class teacher.

If a child is going to an after school club they need to be escorted by a class teacher or teaching assistant to their club venue. Class teachers should have lists of children attending different clubs each night.

If a child has not been picked up they should be taken to the school office and handed over to a member of office staff who will contact their parent. Children should never be left in the office unaccompanied.

Educational visits:

- There must be a thorough risk assessment completed and appropriate staff / pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises.
- Permission from parents is obtained generically at the beginning of each academic year for local trips and again for specific trips that are a distance away from the school.
- Mobile telephones taken on every visit and mobile contact numbers left at school.
- Children are always in named groups with a leading adult and in pairs for walking to and from destinations. Children are head counted regularly and on and off of transport etc.

After school clubs:

- Thorough risk assessment in place.
- A register of pupils should be taken.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at school:

If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of SLT and school office immediately. The SLT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.

The following lists held in the school office will be checked:

- Attendance Registers
- Record of visits and children taking part in these visits
- Music lesson teachers in the building that day.

If necessary, staff will promptly but calmly round up all pupils to the hall and a designated member of staff will supervise the children. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues.

Staff will count and name check all the pupils present against the register while the group are assembled in one place.

A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the SLT immediately.

If after the initial search a child is not found then the Head Teacher or in her absence, Deputy Head Teacher must be alerted.

If after ten minutes the child has not been found then the parents need to be contacted and the police. The school office will need to find a recent picture of the missing child to give to the police.

If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.

The Class Teacher is spoken to gain further information and asked to confirm if he / she attended the previous sessions.

A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- Computer room
- All classrooms
- School hall
- School grounds

In the event of a member of staff fearing that a child has gone missing while off school premises:

The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them and they need to be left somewhere safe while the search happens.

One or more adults should immediately start searching for the child.

The Visit Leader should contact school to alert them.

4. If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999.

The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

This policy will be reviewed every two years to incorporate new developments.

Policy written: June 2010/ Reviewed and updated May 2012/ Reviewed and updated January 2015

Signed:	<i>Avis Hawkins</i>	<i>March 2022</i>
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