

**Rivertree
Free School**

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Article 2: *All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.*

Article 19: *You have the right to be protected from being hurt and mistreated, in body or mind.*

Article 37: *No one is allowed to punish you in a cruel or harmful way.*

Missing Child Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Headteacher

Date: September 2026

Approved by: SLT

Date: September 2026

Review Date: September 2027

The safety of our pupils is our priority at all times, including whilst they are in our care at school. This Policy sets out our procedures for maintaining safety and 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, are aware of their responsibilities, expectations. and the procedures to follow.
- It is the responsibility of all staff to read and follow this policy.
- It is the responsibility of **parents/carers** to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of the child at the beginning and end of sessions.
- It is the responsibility of **Governors** to ensure they are aware of the school's procedures and to challenge/support the school in its review of this policy.

Procedures aimed at reducing risk of a missing pupil

Start and end of the Day

- Parents/Carers are fully aware of the points at which responsibility for the care of their child passes to staff and vice versa at the end of the day.
- Pupils become the responsibility of staff when they enter school premises; they become the responsibility of parents/ carers (or transport staff) when they leave site at the end of the day.
- SLT and class staff ensure pupils leave their families or the taxi/minibus and enter the school site.
- All pupils are supported by staff to and from transport either 1:1 or in small groups.
- Staff mark registers promptly and accurately - mornings and afternoons.
- Any pupil who is absent with no reason will have a phone call home by 10:30 at the latest to check why they are not in.
- At the end of the day, pupils are escorted to buses and staff/ escorts ensure they are on the correct buses, ensuring all pupils are accounted for.

School gates

During transport all gates are locked and/or manned by a staff member when not in use by traffic or pupils. Once transport is finished all pedestrian gates are locked by Paxton or padlocks so no-one can gain access or leave the site without a fob or by using the intercom to the office.

Outside Time/Lunch/Playtime

- When children are outside, they are protected by fencing and are supervised by an adult.
- Paxton doors limit pupil movement around school site.
- External Paxton doors prevent pupils leaving the main school building exits.
- Pupils move round the school grounds with adults; pupils are accounted for at any time.

Procedures in the event of a child going missing or not being located

- Member of staff who has noticed the missing child will calmly inform the office and SLT using the phones/walkie talkies as appropriate.
- Whilst maintaining calmness for all pupils, all other available staff will conduct a thorough search of the premises co-ordinated by SLT. The office and SLT will be notified immediately when the child is found.

- A thorough check of all exits to be made to make sure all gates/doors were locked/bolted/closed 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 Headteacher/ SLT immediately.
- Parents should be notified calmly by the office team as soon as feasibly possible after the incident has been reported.
 - The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted.
- If there is not a photograph available on SIMS, when contacting parents or carers the office will ask them to bring with them a recent photograph of their child.
- If the Headteacher is off site, the office will inform them via the phone at this point.
- The Headteacher will inform the CEO.
- Office staff will print pupil passports for information and staff must be prepared to give a clear summary of the child's EHCP needs to the police.
- SLT will provide reassurance to the family.
- The local governing body will be informed as soon as reasonably possible.

Visits

Thorough risk assessments and adequate staff/pupil ratios, linked to pupil SEND needs are in place for all trips. Registers of those attending trips are put on Evolve and at the school office prior to any trip going out and checked.

Mobile phones taken on every visit and mobile contact numbers left at school.

A copy of Appendix 2: Missing pupil OFF SITE procedure to be taken on all off site visits.

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

- Visit leader should co-ordinate the search for the pupil.
- Staff must ensure safety of remaining pupils.
- One or more adults should immediately start searching for the child.
- Visit leader should contact school to alert them.

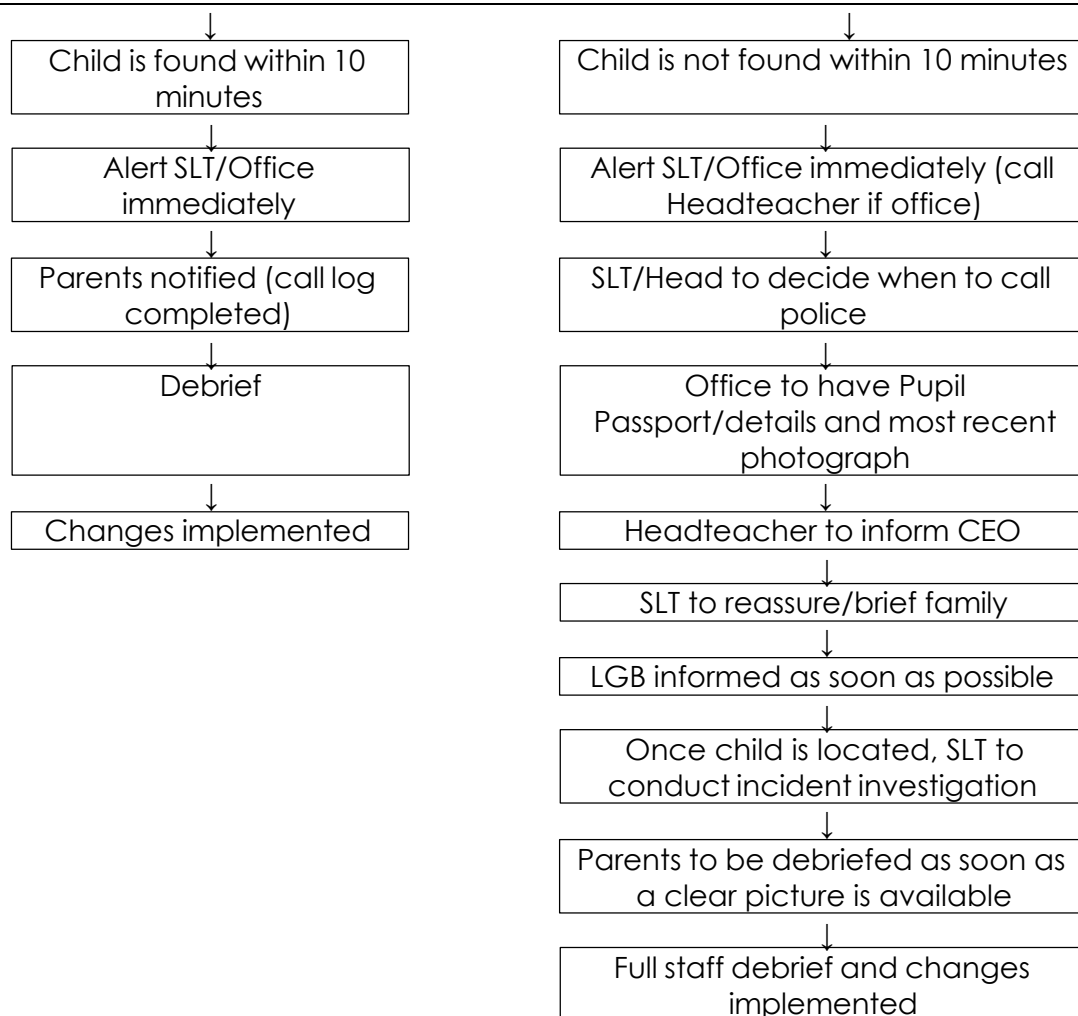
If the child is not found within **5 minutes:**

- Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed.

Any event requiring the 'Missing Child' steps to be instigated will result in a full investigation led by the Deputy Headteacher or a member of SLT.

Appendix 1: Missing Pupil ON SITE Procedure:

1) Alert office/SLT calmly and using phone/walkie-talkie
2) Conduct thorough search with any available staff
3) Check all exits to ensure all locked/closed as appropriate
4) Raise anything out of ordinary to SLT attention



Appendix 2: Missing pupil OFF SITE procedure

1) Visit leader coordinates search for missing pupil
2) Remaining staff ensure safety of rest of pupils
3) All available staff immediately commence search for the pupil
4) Visit leader to call school and inform them
5) Office to alert SLT

