

Moor First School Procedures

Missing Child

- a. None attendance at school:
 - i. Parents asked, in newsletters, to contact the school on the first day of a child being absent.
 - ii. If the school hasn't heard from the parents, the Office Support Manager will phone parents if the child hasn't returned to school by the third day. Parents to be notified of this in newsletters.
 - iii. Office Support Manager will contact the LA (Education Welfare Officer) if unable to obtain clarification from the parents.

- b. Child missing from class:
 - i. Teacher/TA to check obvious places.
 - ii. Inform Head Teacher or senior member of staff who will initiate a thorough search of the whole building and grounds.
 - iii. If the child can't be found senior staff will contact the police and the child's parents; and continue to search until told not to do so by the police.

- c. Children missing from an educational visit;
 - i. Staff organised to look after pupils in one safe area and other members of staff deployed to search for the child
 - ii. Child not found site employees informed to aid in search and if needed the police.
 - iii. Staff and pupils to remain together until the child is found and the school informed of a late return and reason why.
 - iv. Staff and pupils will only return to school without the child on the direction of the police - parents informed by the school of the situation.

Late or non collection of pupils

- i. Parents asked in newsletters to contact the school if they are going to be late or if another adult is picking their child up.

- ii. Children are informed that if there is no-one to collect them they must come back into the school building and must not wait outside or at the school gate. Children are reminded regularly of this by staff.
- iii. Class teacher will then contact the parents to check on pick up arrangements; and will wait with the child (or give the responsibility to another member of staff if they are unable to stay until someone arrives) and ensure that the child is picked up safely.
- iv. Teacher to contact additional emergency contacts. If no response (give timescale) report to first response.
- v. Teacher or TAs will check that all their pupils are with their 'collector' before leaving the playground at the end of the school day. But in the case of a child being 'missed' parents are asked in newsletters to bring lone children back into school.
- vi. If a stranger (i.e. someone unknown to the school - even if known to the child) come to pick up the child the class teacher/TA must check with the parent before allowing the child to leave with this person.
- vii. First Response contacted if no-one can be found to take the child home, as part of the school's safeguarding procedures.