



Missing Child Policy

MISSING CHILD POLICY

We have systems in place which trigger contact with parents via text at the earliest opportunity should a child NOT arrive at school when expected to do so. **Nothing is more worrying to a parent than to be notified that their child has not arrived at school.**

We must therefore do all that we can to eliminate the possibility of unnecessary texts being sent, whilst at the same time preserving procedures which would inform parents as early as possible during the school day, should their child not arrive at school having set off from home in the morning:-

CLASS TEACHERS

For morning and afternoon sessions, be at classrooms ready to receive pupils on entry. Establish:-

- a calm, orderly atmosphere from the outset of the registration session. Pupils should be seated at desks, reading IN SILENCE. *(This will reduce the possibility of mis-hearing responses to the register.)*
- clear expectations as to how pupils should “answer” to their names. Class teachers will not accept reasons for absence from other pupils. Only signed notes from parents will be accepted. Pupils attending a school trip/visit will be coded as V and checked by office staff.
- clear systems / procedures for the handing in of notes / information. *(Pupils should not be gathered around the teacher’s desk / moving around the room whilst the register is called)*
- systems for the recording of the arrival of pupils after the register has started to be called. *(Late arrivals should stand in silence at the classroom door until the register is complete before approaching the desk, apologising for late arrival and obtaining their mark – they should not move to their seat during the calling of the register.)*

CT’s take care when recording registration marks on the legal document. They should be absolutely sure that a child is present before recording them as such. It is good practice to double check with a count – but this does not preclude the possibility of a mark being put next to the wrong name... This is another reason for monitoring the pupils’ arrival, the more aware you of individuals at this busy time the better.

SUBJECT TEACHERS

- Ensure that the register is taken and marks accurately recorded as early as possible during each lesson. ***This is particularly important during L1 each day.*** *The first check made by office staff in the case of a missing mark at morning registration before texting /ringing home is the L1 registers.*

(There are some practical difficulties associated with this in the case of staff who have to move to different classes on a regular basis. If this applies to you, please ensure office staff are aware.)

- After checking L1 registers office staff will ring the teacher timetabled to take the missing pupil in the designated timetabled classroom to double

check whether the pupil is present. *The office will be notified of all timetable "swaps" / modifications cover supervisors to ensure office staff have the cover TT for the day by 8.45am – this saves valuable time in an emergency.*

SENIOR STAFF

- As a final check, if unable to verify by any of the above means that a pupil is in fact present on site, office staff or head of year will contact any available member of the Leadership Team to physically check classrooms / toilets/site etc. before the decision is taken to notify parents that their child has not arrived.

MISSING CHILD

- After the initial text to parents has confirmed that their child left for school and all checks and searches have been carried out in and around school and the child has not been located the HT rings parents to inform them their child is missing and rings the emergency services **(999)** to formally report a missing child.
- The HT and CPO's will take the lead in liaising with parents and emergency services.
- Senior leadership staff will inform all staff of the situation and staff should check their registers to make sure that all other children are present or accounted for.
- Staff should ensure that pupils are reassured and report any information regarding the missing child to HT or CPO's.
- LA and partner agencies should be informed and counselling for pupils arranged if needed.