

# *Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**PROCEDURES FOR LATE ARRIVALS/**  
**MISSING CHILDREN**

## **Part 1: Aims**

As part of our high regard for the safety of the children in our care at Winchelsea Primary school we will always be extremely aware of the potential for children to go missing during the school day.

We will ensure that all precautions are properly observed and will remain aware that emergencies can still arise. If for any reason a member of staff cannot account for a child's whereabouts the following procedure will be used.

Whenever a child goes missing, for longer than is considered reasonable, this will be recorded as an incident. The parent/carer will be informed as necessary and the incident will be reported to the Head Teacher.

## **Part 2: Procedures**

### **Late arrivals/ accounting for absence**

Wherever possible, parents should ensure that their children arrive between 8.45am when outside school doors are opened and class teachers are in class to supervise pupils and 8.55am when outside doors are closed and locked for security.

Registers are taken between 8.55am and 9am before morning assembly.

Any children who arrive during morning assembly will access school via the main doors and the child's name will be entered onto the late list in the office. Children will then join their class quietly in assembly.

After morning assembly is finished and registers have been returned to the office, the office administrator will visit each class to make a note of absent children. Teachers give names which are noted on the clipboard list.

Once the clipboard list is returned to the office this will be checked against answer phone messages. Parents are encouraged to inform the office as soon as possible of the reason for any absence to be recorded.

Where a notification has not been received a phone call will be made to parents to ascertain reasons for absence. If there is cause for concern i.e. a child has set off for school but not arrived it will be deemed that the child is missing from the premises and the necessary procedures will be implemented (see section below)

### **If a child is missing from the premises**

If a child is thought to be missing after arriving at the premises, the class teacher will be informed immediately. The teacher will make a careful check of all the children present to confirm who is missing.

The school will then organise to check all exit doors, outside areas, toilets, rooms, cupboards and possible hiding places. This check will be carried out quickly and without panicking the other children.

If the search is unsuccessful and the child is still missing, after 5 minutes the school must contact the police and the parent/carer of the missing child.

The police will be given the following information:

- The name of the class teacher
- The address of the setting
- Child's name, age and address
- What has happened
- Time/date of incident
- Description of the child
- Any other relevant information required by the police to assist with their search

The search for the child will continue after calling the police. A record of the incident is completed as fully and as soon as possible.

### **If a child is missing at collection time**

Parents/carers are asked to tell the school in advance if a child is to be collected from school at any other time than the end of the school day. The register should be taken in the morning and again after lunch to ensure children are all accounted for. If a child on the register cannot be found at the end of the school day the parent/carer should be informed that the child is missing. If it is thought the child has gone straight home or with another child the relevant parents/carers will be contacted immediately. After school club registers and attendance will be checked within school as will all areas within the school buildings and grounds. Parents will contact the police if their child cannot be found beyond the hours of the school day. A record of the incident is completed as fully and as soon as possible.

Once a child has been handed over to an adult on the playground or the child has confirmed that they are walking home alone they are the parents' responsibility.

### **If a child goes missing on a school visit**

On visits away from the setting, children should be divided into groups with the appropriate ratio of children to each staff member. Each staff member will have the details of which children they are responsible for and children will wear an item of identifiable clothing e.g. school jumper. Visit consent forms and contact details for parents/carers will be taken on the visit so that parents/carers can be contacted in an emergency.

We will make sure that children know who is responsible for them, that they know not to stray and that they know if they go anywhere e.g. to a shop/toilet, they ask. If appropriate we will give children labels with the setting's name and contact number on them.

We will tell the children what to do if they become separated from the group:

- Stay where you are – we will come back to look for you
- Look around you – can you see your group or one of the other groups?
- If it seems like a long time before we find you, who can you talk to?

- someone in uniform from the attraction you are visiting
- a shop worker if you get lost whilst travelling
- a uniformed policeman or woman
- someone with other children

We will take a regular headcount of the group. This will depend on the activity and the children. If on taking a headcount a child appears to be missing, the leading member of staff will be contacted immediately. The group should stay still and keep together. If there is another adult with the group one of them will retrace their steps (to a pre-agreed distance for no more than five minutes), to look for the child.

If the child is still missing after 5 minutes we will inform the staff of the site and ask for their help in finding the child and contacting the police on 999. We will be prepared to give them the following information:

- The name of the school and where we are
- Child's name, age and address
- What has happened
- Time/date of incident

We will contact the parent/carer of the missing child and inform them of what has happened and the steps that are being taken to find their child. We will ensure the Head Teacher knows what actions have been taken. We will continue the search after calling the police. A record of the incident is completed as fully and as soon as possible.

### **Monitoring and review**

The governing body monitors our policy on a regular basis. The governing body gives serious consideration to any comments from parents about the school's policy and makes a record of all such comments. The governing body consults the staff and the Headteacher to make modifications as necessary to ensure that provision is strong for all children.

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_

