

Missing Child Policy



Registration and Collection.

Registration procedures - for staff:

- ❑ Pupils not to arrive before 8.20am (Parents remain with them until then). Reception go straight to their classroom.
- ❑ Members of staff register as children arrive, even after line up (pupils are not allowed to line up until registered)
- ❑ Sheets to school office after line up
- ❑ If a pupil arrives after line up, the pupil or their parents should register them in the office
- ❑ If it is raining Pre-Prep will go to their classrooms and Prep to the hall where they will be registered
- ❑ At lunch break line up, staff about to teach a class take them, register the pupils and then return the registers to the office.
- ❑ If a parent takes a pupil out of school during the day, they must sign them out in the office
- ❑ If a member of staff takes a pupil or a group out of school they are responsible for signing them out in the office (ie the team sheet is given to the office and they amend the registers accordingly).
- ❑ Signing out as normal
- ❑ Staff must only release children into the care of either their parents or individuals named and specified by the parents for that occasion (in person or in writing).

Registration procedures - for pupils:

- ❑ You should not arrive before 8.20am unless your Parents remain with you
- ❑ The members of staff will register you as you arrive. You must not line up until you have registered.
- ❑ If it is raining Pre-Prep you should go to your classrooms and Prep to the hall where you will be registered
- ❑ All the sheets are sent to the school office after line up
- ❑ If you arrive after line up, you or your parents should register you in the office
- ❑ At lunch break, staff about to teach you will register you
- ❑ All the sheets are sent to the school office

- ❑ If you are taken out of school during the day, your parents must sign you out in the office
- ❑ If you are in a match or going on a trip, the member of staff taking you will sign you out in the office
- ❑ You must sign out at the end of the day as normal

Missing Child

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the school office immediately. The office will carry out the following checks:

- The absence list
- The music lessons lists
- The 'Children Out' list (signing out list)
- The Learning Support room
- Information concerning sports fixtures/activities/school trips

2. If the child is still not found the secretary informs the Headmaster and/or Deputy Head. The Secretary/office then 'mans' the telephone.

3. The timetable is checked to see if he/she attended the previous lesson.
The form teacher is spoken to for further information.
A close friend is spoken to by the Deputy/Head.

4. A thorough search of the school buildings is carried out by the Deputy Head with the help of other members of staff available and maintenance department (who will be given specific areas to search).

Particular attention is paid to:

- Music Practice rooms
- Lavatories
- Learning Support Rooms
- All classrooms
- Changing rooms
- Main school hall
- The school grounds

5. After 15 minutes (or sooner if numbers 1-4 above have been completed) a decision is made by the Headmaster whether to telephone the police at that stage. The police are telephoned no more than 30 minutes after discovering a child is missing.

Control Room at Tavistock Police Station 0845 2777444
Emergency Services 999

6. His/her parents are telephoned at the same time as the police are telephoned.

7. A local area check is carried out on foot and by minibus (along the main road).

Intruders

All visitors to the School during the school day are required to go to the main entrance (school front door) where they will be signed in and given a visitor's badge. This front door should be kept locked at all times. There are key codes on the entrance doors to the two main school buildings and the front door has an intercom system. The main building also has an alarm. There is telephone communication available between most of the teaching areas in the school. The school has signs indicating the direction to Reception and there is a barrier gate that prevents motor access at certain times of the day.

Staff are made aware of any expected visitors to the school via staff planning sheets and daily staff briefings.

Staff also know which other members of staff are on site through the staff signing in sheet by the front door.

Any visitor during the school day not wearing a badge or acting suspiciously should be challenged by a member of staff and escorted to the school office. Large scale events with many parents attending (eg Sports Day) will have staffing in place specifically to monitor those adults in attendance.

If the visitor's story cannot be verified s/he will be encouraged to leave the premises and to make an appointment. If necessary the police will be called.

If a child is addressed by an unknown adult a member of staff should make them self known to that adult and if necessary interrupt the conversation making their presence and connection to the child known.

Last Reviewed: January 2009

Next Review: January 2011