

Wilton and Barford Primary School

Child Gone Missing On or Off Site

Date:	23 rd June 2010	Review Date:	June 2014
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We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the school or when they are on an educational visit.

Aims

- To ensure that security procedures are in place to deal with the unlikely event of a missing child.

Procedure

Role of the Governing Body	<ul style="list-style-type: none"> • The GB has: <ul style="list-style-type: none"> ▪ appointed a School Business Manager and Caretaker to put into practice school security measures; ▪ delegated powers and responsibilities to the Headteacher to oversee all school security measures; ▪ appointed a Premises Committee composed of one governor, the Headteacher, Caretaker and a member of staff to look at all aspects of school security; ▪ nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB; ▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher	<ul style="list-style-type: none"> • The Headteacher will: <ul style="list-style-type: none"> ▪ ensure that security measures are in place and are effective; ▪ ensure that all school personnel are aware of security procedures and the roles of school personnel; ▪ notify parents of school security procedures and the procedures for dealing with a missing child; ▪ monitor and evaluate the effectiveness of this policy
Role of the Security Committee	<ul style="list-style-type: none"> • The Premises Committee will: <ul style="list-style-type: none"> ▪ monitor security procedures; ▪ undertake/coordinate security risk assessments; ▪ consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement; ▪ inform parents of new and improved security measures
Role of School Personnel	<ul style="list-style-type: none"> • All school personnel will: <ul style="list-style-type: none"> ▪ be aware of and abide by this policy; ▪ undertake appropriate training in security procedures; ▪ inform and remind pupils of security procedures such as the reporting of unidentified school visitors; ▪ remind pupils that should not leave the school premises or to wander off while on an educational visit
Role of Pupils	<ul style="list-style-type: none"> • Pupils must be aware of and abide by all security measures that are in place.
Role of Parents	<ul style="list-style-type: none"> • Parents must: <ul style="list-style-type: none"> ▪ ensure they provide correct and updated contact details; ▪ be aware of school security procedures especially at the beginning and end of the school day

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Risk Assessments	<ul style="list-style-type: none"> • Risk assessments are: <ul style="list-style-type: none"> ▪ in place in the event that a child should go missing on or off site; ▪ reviewed if a child should go missing
Reducing Risk of a Missing Child	<ul style="list-style-type: none"> • All security procedures must be reviewed annually by the Security Committee. • Every day school personnel must be aware of the following: <ul style="list-style-type: none"> ▪ entrances and exits are secure ▪ windows are secure ▪ challenging and dealing with unauthorized people on the school site ▪ alarms are switched on ▪ outside lighting is switched on ▪ security of valuables and personal possessions ▪ visitors and contractors ▪ wearing identification badges ▪ carrying personal alarms
Procedures to Follow in the Event of a Child Going Missing	<ul style="list-style-type: none"> • In the event of a child has gone missing in school: <ul style="list-style-type: none"> ▪ Inform the Headteacher/SLT ▪ Search the premises ▪ Check the CCTV footage ▪ If the child is still not found then contact the police giving full details of the child ▪ Contact the child's parents ▪ Search the school grounds ▪ When the child is found review security procedures • In the event of a child has gone missing off site: <ul style="list-style-type: none"> ▪ Inform the party leader ▪ Search the area ▪ Inform the police ▪ Notify the school who will contact parents ▪ When the child is found review security procedures
Training	<ul style="list-style-type: none"> • All school personnel must be trained in how to deal with a child going missing.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none"> • Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher:		Date:	
Chair of Governing Body:		Date:	