

**Ysgol
Greenfield
School**



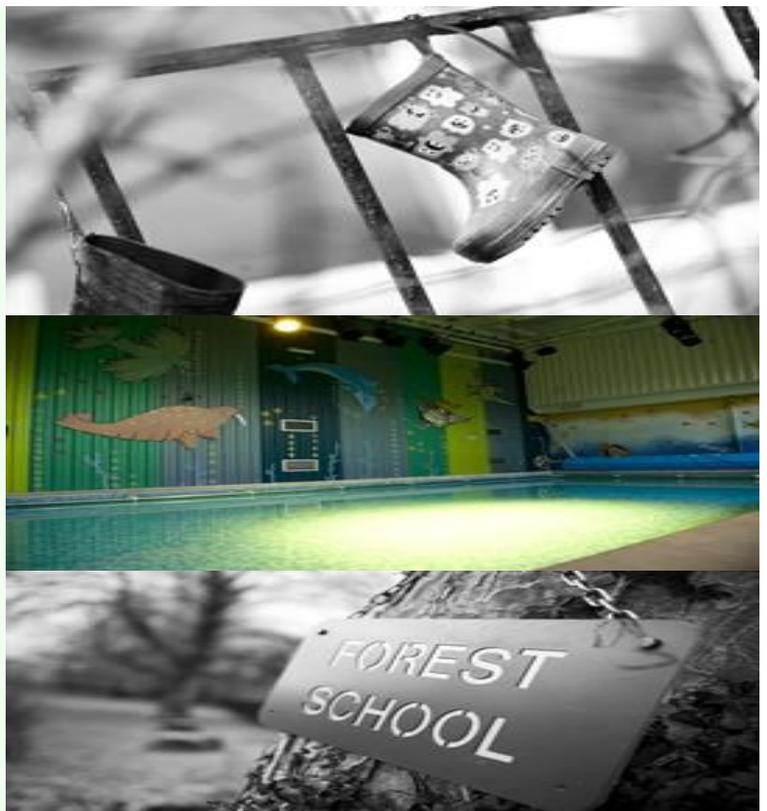
"Opening doors to the future"

CYNGOR BWRDEISTREF SIROL MERTHYR TYDFIL
MERTHYR TYDFIL COUNTY BOROUGH COUNCIL

GREENFIELD SCHOOL

GREENFIELD MISSING CHILD POLICY AND PROCEDURE

Rhiannon Stephens Davies, Head Teacher.
Rachel Faulkner, Deputy Head - Standards
Carol Conway, Deputy Head – Wellbeing
Gwyn Daniels Assistant Head



**‘ Opening Doors To The Future ’
‘ Agor drysau i’r dyfodol’**

Author

Original Completion Date

April 2021

Rhiannon Stephens-Davies

MONITORING THE POLICY

This policy will be reviewed bi-annually unless change of circumstances or legislation requires it to be amended earlier.

Signed: Mrs Rhiannon Stephens-Davies
Date: 04/05/2021
Head teacher

Signed Miss Maria Rowlands
Date: 04/05/2021
Chair of Governors

Review Date

Author

Our Vision

'To open the doors to the future'

Our Mission Statement

In Greenfield we aim to create a strong sense of belonging within our pupils that extends to our families and local community. We will share in each other's successes and support each other in our aspirations to achieve. Together we will nurture confident, happy and independent pupils who show positive Greenfield values as they continue their journeys into the future.

Aims

- To develop pupils' communication skills
- To use technology to impact positively upon quality of life
- To develop pupils' independence and ability to communicate their choices
- To inspire a love for learning
- To provide a meaningful curriculum for all
- For pupils to value themselves and others
- To try new things and overcome challenges
- To foster a sense of belonging to a community
- For pupils to develop an increasing understanding of their role and responsibilities in life
- To respect the needs and rights of others as a member of our community

We Value

- Communication
- Kindness
- Creativity
- Respect
- Team work
- Well-being
- Innovation
- Manners
- Celebrating success
- Effort

Our vision and values have been developed using the UN Convention on the Rights of the Child (UNCRC) as our guide, to create a safe and inspiring place to learn, where children are respected, their talents are nurtured and they are able to thrive. Our vision and values also compliment the 'Four Purposes of Learning' which underpin Curriculum for Wales. The Four Purposes are the shared vision and aspiration for every child and young person in Wales and support our pupils to become;

Ambitious Capable Learners 	Healthy Confident Individuals 	Enterprising Creative Contributors 	Ethical Informed Citizens 
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GREENFIELD SCHOOL MISSING PUPIL POLICY AND PROCEDURE

Greenfield School takes the safety of pupils very seriously and will take every precaution necessary to ensure that the children and young people in their care do not leave a session unaccompanied. The chances of finding a missing pupil safe are greatest if the child's absence is soon discovered. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation.

Many of our school routines and procedures are in place to contribute to the prevention of a pupil going missing and to ensuring the safety and security of all pupils at all times. If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

PROCEDURE IF A CHILD LEAVES THE SETTING UNACCOMPANIED

Stage One - Search systematically (10 minutes maximum)

- All available staff to immediately check toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.
- Staff searching to carry radio to keep in contact with Office and SLT
- One member of staff to immediately inform school office and the Headteacher or member of staff in charge and check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional (School Nurse/Speech Therapist etc.). The online Sims register will need checking by office staff as soon as a missing child has been reported.
- One member of staff to gather class and call the register to confirm that one named child is missing.
- Staff will call registers in all classes to confirm presence of other pupils, if the event is during the school day.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident should it be during the school day. Calm should be kept in the event of a child reported missing at the end of the school day.

Stage Two – contact parents/cares and police

- After stage one is completed without resolution (no more than 10 minutes), school office staff will contact the parents/carers with parental responsibility and then the police.
- At this point, school will support the police who will now lead the response to this incident. The Headteacher will liaise with emergency services and parents/carers.

Stage Three

- The Headteacher should communicate the incident to the appropriate Local Authority Officer Sarah Bowen and the Chair of Governors Maria Rowlands.
- A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.
- The system the school uses is My Concern (Child protection online monitoring service) and all staff should input any relevant information; including conversations with parents, carers, child minders, police, the Local Authority and any other person they feel has contributed to the collection of evidence.
- The Senior Leadership Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and onto the My Concern system.

We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the police are called then the Local Authority and Merthyr Children's Services Safeguarding Team will also be informed.
- If the Headteacher or Chair of Governors is not on the premises, she/he will be informed as soon as possible via the school office team, the Deputy Headteacher or the most senior staff member will take charge.
- We will provide the following information to Safeguarding Children's Board:
 - o What happened?
 - o What systems are in place for preventing such occurrences?
 - o What we did, at what time and in what order.
 - o Who we informed and when.
 - o We will cooperate fully in any investigation.
 - o Recording
 - o We will start to build a record as soon as is possible in the incident log, this will include:
 - The last definite sighting of the child.
 - Any unusual behaviour of the missing child or other children.
 - How many children were on the premises?
 - How many adults were on the premises and who?
 - What steps have been taken and when, by whom.

Lost on an offsite visit

If a pupil is lost on an offsite visit the member of staff noticing the child missing should alert other members of the party and carry out a numbers check.

- One member of staff should retrace their movements to the last place that the child was seen, they should then return to the bus as the child may have made their way back to the bus.
- The rest of the group should stay in a place of safety or return to the bus. (If it is a very small group it may be necessary for the whole group to retrace the movements, e.g. only two members of staff present).
- Another member of staff should alert the management of the organisation being visited and the School to let them know the situation.
- Children on the visit should be asked for any relevant information if appropriate.
- If the child is not found straight away the School will alert the parents and the Head Teacher.
- If the child is not found after 10 minutes the police will be called.

Dealing with people's reactions

We accept that the child's parents/carers will be frightened, distressed and angry. If the school shares all policies with parents/carers, the situation will be easier for all because there will be an understanding of working within a framework of mutual trust and understanding. We accept that in such circumstances powerful emotions are involved and people's behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry, threaten legal action or approach the local press. We will be clear about the circumstances surrounding the incident and will respond sympathetically to questions without implications or admission of responsibility.

Responses could include;

- How sorry you are that the incident has happened.
- That a full investigation is in hand.
- That the Local Authority and Merthyr Children's Services Safeguarding Team has been informed and will be investigating.

Dealing with the media

Distressed parents/carers may contact the local press, or reporters may hear about the incident if the police are involved. It is sensible for one person, usually a representative from the LA Sarah Bowen, Headteacher Rhiannon Stephens Davies or Chair of Governors Maria Rowlands should be the one who speaks for the school. All adults will be asked to refer all enquiries to the agreed spokesperson.

The spokesperson for the school is: the Head Teacher Mrs Rhiannon Stephens Davies or one of the Deputy Head Teachers Carol Conway or Rachel Faulkner in the absence of the Headteacher.

When the child is found

We recognise that during the time a child is missing, however briefly, all involved, parents/carers and others suffer great fear, guilt and distress. It is not always easy to control all these emotions when the child is found. We will accept that it is important to remember:

- That the child also might have been afraid and distressed and might now be in need of comfort.
- Remain calm, reassure the child and acknowledge it is not the child's fault.
- Ensure the child is not hurt.
- That the incident provides a good opportunity to talk to all the children to ensure that they understand that they must not leave the premises, and why.

After the Incident

- We will review our current procedure.
- We will evaluate processes and make necessary adjustments to ensure future effectiveness.

Measures in place to ensure a child does not go missing

- Information to Parents and staff about challenging unknown persons on the premises and at the door
- Only allow public to enter the school site if they have identified themselves via the intercom
- All visitor to report directly to reception
- Supervision of children at all times
- Sufficient staff to maintain ratios with backup plan
- Collection policy for children
- Trips which are to places out of the local area should be properly researched. *To include: venue – facilities, suitability for age, access, cost, special clothing requirements, eating facilities, transport*

Contacts

Cwm Taf MASH, Children's Services- Merthyr: 01443 743619, Out of hours: 01443 425012

IF A PUPIL IS MISSING

STAGE 1- Search systematically (10 mins maximum)

- Check toilets, shared areas, rooms & playground
- Staff searching to carry radio to keep in contact with Office and SLT
- Immediately inform office & Headteacher/SLT

FOUND

NOT FOUND

STAGE 2 - Contact parents/cares and police

- School office staff will contact the parents/carers with parental responsibility and then the police.
- School will support the police who will now lead the response to this incident.
- The Headteacher will liaise with emergency services and parents/carers.

NOT FOUND

When a child is missing, it is not always easy to control emotions when the child is found.

It is important to remember:

- That the child also might have been afraid and distressed and might now be in need of comfort.
- Remain calm, reassure the child and acknowledge it is not the child's fault.
- Ensure the child is not hurt.
- Inform parents and Head Teacher.

STAGE 3 – Inform LA and investigate

- Headteacher to inform Local Authority Officer Sarah Bowen and Chair of Governors Maria Rowlands.
- Head Teacher to prepare a written record of the incident and any action taken and place in the pupil's confidential record.
- Staff to record any relevant information; including conversations with parents, carers, child minders, police, the Local Authority, etc. onto My Concern
- SLT to conduct an internal investigation and record on My Concern.

If the media contact - All adults will be asked to refer all enquiries to the agreed spokesperson. This is usually a representative from the LA Sarah Bowen, the Headteacher Rhiannon Stephens Davies or Chair of Governors Maria Rowlands

IF A PUPIL IS MISSING ON AN OFFSITE VISIT

STAGE 1- Search & RETRACE MOVEMENTS

- One member of staff to retrace the groups movements to the last place that the child was seen, then go back to check the bus.
- The rest of the group should stay in a place of safety or return to the bus.
- Another member of staff alert the management of the organisation being visited
- Children on the visit asked for any relevant information if appropriate.

FOUND

When a child is missing, it is not always easy to control emotions when the child is found.

It is important to remember:

- That the child also might have been afraid and distressed and might now be in need of comfort.
- Remain calm, reassure the child and acknowledge it is not the child's fault.
- Ensure the child is not hurt.
- Inform parents, Head Teacher the management of the organisation being visited

NOT FOUND

STAGE 2 – Call Parents and Head Teacher

- If the child is not found straight away alert the parents and the Head Teacher.

NOT FOUND

STAGE 3 – Call Police (after 10 mins)

- If the child is not found after 10 minutes the police will be called
- Then follow stage 3 as when a 'Pupil is missing' in school



"Opening doors to the future"

SCHOOL CONTACT NUMBER

01443 690468