



Wootton Community Primary School

Policy for the management of pupil behaviour, sanctions and rewards,
including behaviour for learning.

Approved on: TO BE APPROVED

To be reviewed:

Headteacher:

Chair of Governors:

All precautions are taken to ensure children are safe and secure on the premises at all times. Precautions are also taken if children are out of school or on a visit.

Aims

- To minimise the possibility of a child being lost/missing at school.
- To minimise the possibility of a child being lost/missing on an educational visit.
- To outline the procedure that should be followed in the event of a child being lost on an educational visit.
- To follow up a child having been lost at school or on an educational visit.

To minimise the risk of a child being lost at school, all the governors and staff endeavour to:

- Make sure the register is taken promptly at 8:55am using SIMS dinner register and returned to the office.
- Telephone the parents of any child not in school by 9.15am so that absence can be investigated.
- Check the arrival of walkers from years 4, 5 and 6. A register of all walkers will be kept in the office and by the teachers.
- Staff to complete totals of adults and children on form in classroom to ensure they know how many children are present at all times
- Ensure children are within the visual range of staff at all times.
- Make sure that all gates are locked at 8:55am with site manager and senior leader to stand at gates from 8:35am to 8:55am.

Minimising the possibility of a child going missing on an educational visit:

- Staff will implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits policy.
- Full risk assessments will be carried out.
- A list of all the children's names will be carried by the trip leader and the children will be split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity.
- The number of children will be frequently checked by roll calls.
- Before leaving for the visit, children will be briefed about the importance of staying with the group leaders and not going off alone.
- Children will be instructed that in the unlikely event of being separated from the group, they must

If a child goes missing at school we will ensure that:

- The remaining children are safe.
- The Head / senior leader must be informed.
- Establish whether the child has been in school that day or whether they have gone on a legitimate visit and have been signed out.
- Check with the office to see if there is a message from the parent about collecting them early or if the child has left the premises.
- Establish where the child was last seen and try to verify this with an adult.
- The premises, grounds and immediate area are searched thoroughly and quickly.
- The parents are informed.
- The police are informed if the parents do not know of the child's whereabouts either.
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If a child goes missing on an educational visit we will ensure that:

- We establish where the child was last seen and with whom.
- Inform group leader.
- If in groups, check with all the other groups to see if the child has joined a different group.
- Make sure the rest of the children are safe whilst a thorough search is conducted of the area.
- Retrace previous steps/areas visited.
- Depending on the location of the visit, the group leader will inform any relevant authorities for their assistance in locating the missing child. E.g. An information point, Centre Staff etc.
- The group leader should inform local police or other authority e.g. coast guard.
- The group leader will contact the Head to inform of the situation and the action taken.
- The group leader will liaise with the Head about contacting parents and will inform the Head immediately the child is found.
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To follow up a child having been lost at school or on an educational visit:

- We will establish how the child was lost to minimise the likelihood of the event reoccurring.
- If the child was lost at school, the Head will investigate how this happened and address any matter arising it.
- If the child was lost on an educational visit, the group leader will make a report regarding the incident for the Head.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Note

This guidance is to be read in conjunction with and with the due regard to the School's Equal Opportunities, Safeguarding and Child Protection, Collective Worship, PRESENT Strategy HM Government, Keeping Children Safe in Education 2018 update and Race Equality Policies.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.