

IMAM ZAKARIYA PRIMARY SCHOOL

MISSING CHILD POLICY

HEAD TEACHER: MR. M.M ASLAM

DATE REVIEWED: 5th JULY 2017

NEXT REVIEW DATE: 5TH JULY 2018

Imam Zakariya Primary School (IZA) seeks inshaaAllah to be among one of the country's best coeducational schools, providing an education for life in a caring environment based upon Islamic values.

At IZA we strive to develop the whole person by:

- Fostering an environment in which all our pupils are happy, secure, confident and valued .
- Stimulating all pupils to achieve their academic potential.
- Encouraging the development in each pupil of spiritual and moral values, self-discipline, responsibility, and respect for others and the environment.
- Offering a range of enriching co-curricular activities.
- Promoting independent thinking and lifelong learning through educational practice.
- Nurturing a positive relationship with parents, grandparents, extended family and friends, and the wider community.
- Supporting and developing enthusiastic, dedicated staffs who feel committed to the School.

The welfare of all of our pupils at IZA is our paramount responsibility. Every adult who works at the school is aware that they have a responsibility for helping to keep all of the pupils safe at all times (please see Safeguarding Policy for more information). It is therefore, the responsibility of all staff to search actively for pupils who are missing, including working with the police where appropriate. Our staffing ratios are generous and are deliberately designed to ensure that every pupil is supervised the whole time that he or she is in our care.

All IZA pupils are registered before lessons starts in the mornings (assembly). Registration is taken again in the National Curriculum session (10.30am) after lunch for all pupils. A list of absentees is held in the school office where parents are contacted by 8.30 am.

Therefore, for the purpose of this policy, the term 'missing' refers to a pupil being not present without authorisation or explanation. On occasions when a staff member identifies a pupil as missing from their expected location, immediate action is required as outlined in the procedures below.

Communications with parents and the appropriate services (particularly the police) are an integral part of the procedure and all instances of a missing pupil must be reported to the Head Teacher.

This policy applies to all members of our school community, including those in our setting. IZA is fully committed to ensuring that the application of this policy is non-discriminatory in line with, Keeping Children Safe in Education (2014), Children Missing Education (Nov, 2013) and the UK Equality Act (2010), KEEPING Children Safe in Education September 2016, Child sexual exploitation and children from home, care or education (14th January 2016). IZA seeks to implement this policy through adherence to the procedures set out in the rest of this document. In line with our Safeguarding Policy, this document is available to all interested parties on our website and on request from the main school office.

IZA'S Primary School Procedure: Missing Pupils

A pupil may be identified as missing:

- After an absence at morning registration is not confirmed by the office staff's contact with home.
- By comparing pupils in a class with the class register information for the day.
- On reconciliation with the afternoon registration.
- By a report of a missing child by a fellow pupil.

Any member of staff discovering a discrepancy must immediately notify the School.

Office will:

- Contact and make the necessary check such as the class teacher to assess whether the absence is expected, the Welfare Officer to check for any known medical emergency. Check all lists of trips out of School and check the signing out books at Reception.
- If the pupil is still found to be missing, the School Office will immediately:

- Inform the SLT members, who will initiate and oversee a search of the site.
- Coordinate and make the necessary search over the school grounds.
- Advise all teachers due to teach the pupil later that day that they must immediately inform the office if the pupil appears.
- If the site search fails:
 - The Head teacher and parents will be informed, and in some cases If the site search fails:
 - Local roads will be made on foot, or by car, by available staff and parents as appropriate.
- On completion of this and any subsequent searches made over the day parents will continue to be informed of progress.
- At the discretion of the Head teacher, he will arrange for the police to be informed. If the pupil is found, or the incident is otherwise resolved:
 - The Head teacher, Parents, and the SLT will be directly informed by th School Office.
 - The Police will be informed if they have been involved.
 - The SLT will initiate a full inquiry, and provide a written report. This report and the incident log will be kept on the pupil's file.

After the Incident

- The Senior member of staff involved will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
- The SLT will carry out a full investigation taking written statements from all the staff present at the time.
- The incident report will detail:
 1. The date and time of the report
 2. What staff/children were in the group/class
 3. When the child was last seen in the group/class
 4. What has taken place then, and the time it is estimated that the child went missing.

A conclusion will be drawn as to how the breach of security happened and, if appropriate, procedures (including risk assessments and training) may be updated. OFSTED is informed in the case of an incident of a missing pupil.

REVIEW

This Policy will be reviewed as required by the SLT to assess its effectiveness, and will be updated as necessary. In undertaking the review the SLT will take into account the results of the monitoring and procedures as set out above, after the incident, as well as any changes in legislation and / or statutory guidance and other relevant information gathered.

Related Policies:

- **Safeguarding**
- **Protecting children from extremism**