



Missing Child Policy

Policy Statement

The safety and security of students within our care is paramount at Good Apple. Every care is taken to ensure that the students are accounted for at all times when they are in our care.

Procedures

A register is taken during breakfast, when the child comes into school, by the Good Apple staff.

Each pupil who arrives at school or who has been collected by staff is registered first thing in the morning following the pupil being handed over to the teacher by their parent/career or teacher, older children will come in on their own and make their way to their own learning environment if not participating in breakfast.

Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times.

The register is taken again in the afternoon.

Excursions

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's visits policy.

Full risk assessments are carried out.

A list of all the student names is carried by the trip leader and the students are split into small groups according to the proper staff/pupil ratio for the age of the children and the purpose of the trip or activity.

Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in the unit or out: The following procedure will be followed.

- Staff will maintain safety and well-being of other children
- A roll call will be taken

- A member of the Senior Management Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 20 minutes, the Unit Manager or Deputy will endeavour to contact the parents of the missing child by telephone.
- If after approximately 15 minutes the parents have not been contacted, the Unit Manager or Deputy will contact the police.
- Once the police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the Unit Manager and Management team will review the reasons for this event happening and revise measures if necessary.

Moving between the Good Apple unit to School or Vice Versa

Good Apple staff will check up to see whether a child leaving the school or unit arrives at the destination school stated. This will be within the first week of the child leaving the school, except where school holidays make this task impossible. After a school holiday the check-up will be made. If the child has not arrived or registered with the destination school or with Good Apple depending on the route and at which point during the learning day, then the unit manager will inform the referring school and parents and follow the above procedure.