



## St. Edward's Academy Cheddleton

### Missing Child Procedure

St. Edward's CE Academy Cheddleton aims to provide a safe and secure environment for all of our children.

We have systems in place to ensure children in Early Years, Key Stage One and Key Stage Two pupils are safe and the site is secure.

- Main entry and exit doors are secured
- Gates to playgrounds are secured
- Perimeter fencing is in place
- Entry to and exit from school is via the main entrance/office
- Visitors are signed in and out via the main entrance/office and a member of staff assigned as a supervisor whilst on site
- Staff and visitors wear a badge at all times (and are challenged if not)
- Staff and children leaving the premises during the day are signed out
- Appropriate staffing and supervision of children
- Parents will inform staff if another adult is collecting their child. If the adult is not known, a password system is in place
- Risk assessments are in place and regularly reviewed
- Tight dismissal procedures

**All possible steps are taken to prevent children leaving the premises alone, although in the unfortunate event that this happens, we will act immediately.**

#### PROCEDURE IF A CHILD GOES MISSING

- The member of staff who knows/suspects a child is missing uses emergency channel 16 to inform all. State CODE MC, who and where last seen. E.g. CODE MC, Fred Smith, KS1 playground
- Ensure all exit points are manned – main entrance, Brambles entrance, KS2 door onto KS1 playground, door by staff room, KS1 fire exit door, main gates – EYFS, KS1, carpark, small gate by the slope next to KS1 playground
- All classroom doors shut to the outside
- Ensure a member of staff is positioned at all exit points
- An immediate and systematic search of the premises will be carried out by fire marshals
- **Anyone with sight of the child must message on channel 16 – MC found safe and well**
- Fire marshals to message on channel 16 after initial search channel 16 MC not found
- Member of office staff (or named person) to communicate when full search has been completed **MC full search complete child found**

OR

- Member of office staff (or named person) to communicate when full search has been completed **MC full search complete child not found**
- Member of SLT to inform parents/carers of the situation and continues to communicate with them (updating regularly)
- Member of office staff will contact the police to report the child missing
- On notification of MC , full search, child not found, second internal search (more detailed) to be carried out by fire marshals
- On notification of MC, full search child not found, members of staff on the gates lock the gates and continue search off site. Shaffalong Lane, Park lane, Hollow Lane (including community centre car park and church yard) and Ostlers Lane
- Communication procedures to continue on channel 16. Office to collate and keep SLT/staff updated.

#### **POST INCIDENT**

- Support will be given to all involved and a post incident debrief will be held
- An incident report will be completed and a review of procedures will be undertaken by SLT