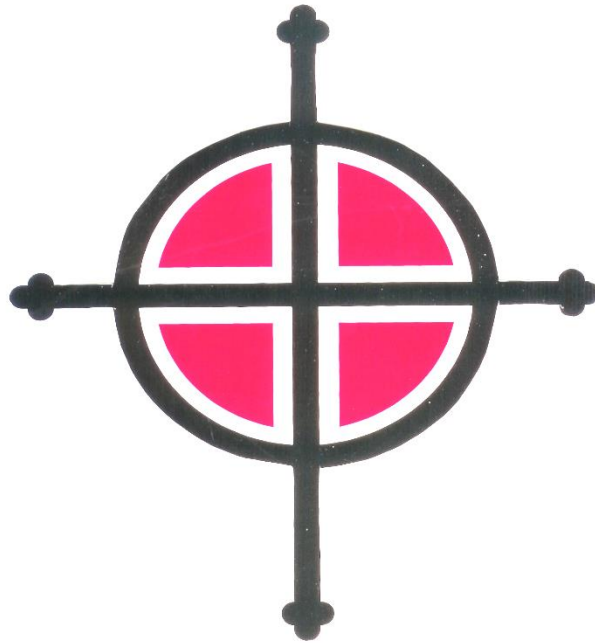


# MISSING CHILD POLICY



## St Philip Westbrook C of E Aided Primary School

Date of Review	Action
OCT 2014	Uploaded onto website
OCT 2016	Uploaded onto website

## **INTRODUCTION**

At St Philip Westbrook CE (Aided) Primary School we have the highest regard for the safety of the children in our care. The three strands of our policy are protection, prevention and support. It forms part of our policies relating to the safeguarding of children and should be read in conjunction with these especially the Health and Safety, Positive Handling and Educational Visits policies.

This policy outlines the procedures we follow to prevent children from going missing and the actions that the school takes in the event that a child is reported missing both from failing to arrive at school and from leaving school without permission or notification.

## **AIMS**

At St Philip Westbrook CE (Aided) Primary School we aim to:

- ensure the provision of instruction, information and supervision to enable all people in school to contribute positively to their own safety and health at school,
- raise child protection issues and equip children with the skills needed to keep themselves safe,
- develop and implement procedures for identifying when children are missing and to enable them to be located as quickly as possible,
- provide support for all concerned in the incident.

## **ROLES AND RESPONSIBILITIES**

It is the responsibility of all staff to be vigilant in their care of the children and to ensure their safety and well being.

Staff will always be extremely aware of the potential for children to go missing before school, during sessions or during an educational visit.

### **In School:**

At the start of the morning and afternoon sessions all teachers undertake a formal registration of the children. This information is passed to the school office within ten minutes of the start of the morning or afternoon. Parents/carers of any child who is absent without a reason will be contacted by the school office by 9:30am.

The majority of our children are brought to school by their parents or carers although a few enter the school grounds on their own. Any concerns that a child has been seen but has not appeared for registration is taken very seriously and is reported to the Headteacher who will follow this up.

However we recognize that even when all precautions are properly observed, emergencies can still arise. If at any time or for any reason a member of staff cannot account for a child's whereabouts during a session at school, the following procedure will be activated:

- The member of staff in question will inform both the Headteacher and office staff that the child is missing and a thorough search of the entire premises will commence, paying particular attention to all spaces, cupboards and cloakroom areas where a small child might hide. All exterior doors and perimeter gates will be checked for signs of entry/exit. As directed by the Headteacher, the staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised,
- The Headteacher will nominate two members of staff, to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school,

- If after 10 minutes of thorough searching the child is still missing, the Headteacher will inform the child's parent/carer and then the police. The class teacher or TA will be asked to send a photograph of the child to the office if one is not available there.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as possible for the rest of the children at the school. The headteacher will talk to children and staff to establish where the child was seen last and at what time, all of this information will be recorded.
- The Headteacher will be responsible for meeting the police and the missing child's parent/carer, will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- In the extremely rare event that a child is returned to school, the name and contact details of the adult returning the child, together with the circumstances in which the child was found, will be taken to facilitate the school's investigation of the incident.
- Once the child is found care will be taken to take care of and comfort the child. The other children will be spoken to ensure that they understand why they should not leave the classroom/school. The Headteacher will speak to the parents to discuss events and give an account of the incident. A full written report will be produced and the staff will review relevant policies, procedures and safeguarding measures and implement any necessary changes (paying particular note to the relevant provisions of the school's Site Security and Risk Assessments),
- All incidents of children going missing from the school will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, the Local Authority (LA) and Ofsted in the case of Foundation Stage children will also be informed (if advised by the Local Authority), as soon as is practicable.

### **On an Educational Visit**

School pays particular attention to ensuring that the legal adult/pupil ratio is maintained during all visits and that in the case of children with specific needs 1:1 supervision is provided. Throughout the visit, adults ensure that headcounts are taken regularly. However, in the event that a child goes missing, the following procedure will be activated:-

- All the children will be assembled and a register taken by the staff on the educational visit,
- The Visit Leader will nominate staff to search the vicinity for no longer than 10 minutes.
- If the child is not found the Visit Leader will then contact the/headteacher/school and the police to report the incident.
- The Headteacher will then contact the child's parents and ask them to make their way to the venue.
- The Local Authority will be notified by the Headteacher that a child has gone missing.
- The Visit Leader will then talk to the key person/staff to establish where the child was seen last and at what time all of this information will be recorded.
- The Visit Leader must remain at the venue and wait for the police and the rest of the staff will take the remaining children back to the setting as soon as possible.
- If the child has been located the Headteacher, Police, parents and the Local Authority will be notified.
- Once the child is found care will be taken to take care of and comfort the child. The other children will be spoken to ensure that they understand why they should not leave their group The Visit Leader will speak to the parents to discuss events and give an account of the incident. A full written report will be

produced by the Headteacher and the staff will review relevant policies, procedures and safeguarding measures and implement any necessary changes.

**HEALTH AND SAFETY**

The school has a Health and Safety Policy which all staff follow. Risk assessments are undertaken for individuals or specific activities and areas of the school as deemed appropriate.

If the child is injured report would be made under RIDDOR to the HSE by the School Business Manager.

**EQUAL OPPORTUNITIES**

Every child is entitled to the opportunity to achieve his own maximum progress in all areas of learning, irrespective of language, race, gender, social and economic circumstance or ability. The school works actively to support all children but particularly the more vulnerable ones to ensure equality of opportunity and entitlement.

**Missing Pupil Procedures - Incident Form**

*Please print all information*

Date: .....

Name of missing pupil .....

Age .....

Address .....

.....

.....

Contact telephone number .....

Emergency telephone number .....

Mobile number .....

Class Teacher .....

Year group and Class .....

Person reporting missing pupil .....

Time pupil was first missed .....

Place where pupil was last seen .....

.....

Apparent reason for disappearance, if known:

.....

.....

.....

.....

.....

**Outcome**

Pupil found by .....

Date & Time .....

Full details of location .....

.....

.....

.....

.....

Visual assessment of pupil's health and mental state .....

.....

.....  
.....

Reaction of parent/guardian .....

.....  
.....  
.....

Signature of person finding the pupil .....

Please print name below signature .....