

MISSING CHILD POLICY

This policy applies to the whole school including the EYFS

A child missing on school grounds

If a child appears to be missing while he/she should be on school grounds, and toilets and areas where the child may be, having been checked, the class teacher will immediately check with Matron to see if the child has been sent home or has been signed out. If this is not the case and the child genuinely is missing, the Headmaster must be told immediately. Pupils and staff who were most recently with the missing child must be closely questioned and a wider search made of the school buildings and grounds.

If the child is not found at this point, the parents will be contacted to check if the child is with them, to see if there may be any reason the child may be hiding and finally to let them know their child is missing. A contact number will be confirmed at this point with the parent and they will be told that the authorities below will be notified.

The local police, contactable by the emergency number 999, will be notified with a description of the child. A photograph of the child should be sent to them electronically from the school database, together with any specific medical or other relevant details.

The Headmaster, and SMT as required, will liaise with the police and other authorities as required. They will also liaise with the parents as directed by the police.

Once the child is located, he/she must immediately report to the Headmaster. The child's parents must be contacted and also be seen by the Headmaster.

A child missing when off site at a specific venue

- If a child appears to be missing when off-site, a register will immediately be called by the person in charge of the group. The areas just visited will be re-checked by an adult from the school group, nominated by the group leader.
- If the child is still missing, the group leader will notify members of staff from the venue immediately. A clear description of the child will be given to help search for him/her. It will also be requested at this time that all exits, including fire exits, from the venue are monitored.
- If the child is not found within 10 minutes, the Headmaster will be notified via the school office; if he is not available, the Deputy Head. A contact mobile number will be confirmed and the time will be noted by the office staff.
- If, after quickly and fully re-searching the venue, the child is not found, the police will be informed with the name and a description of the child. Parents will be contacted by the Headmaster or Deputy Head at this time, giving the following information:
 - time the child went missing
 - the place

- what is being done and by who
 - a parent contact number will also be taken at this time.
- Regular contact will be maintained with school (at least every 30 minutes).
 - Regular contact will be had with the police and advice taken as how to proceed.

A Child missing when off site at a non-specific venue

If a child appears to be missing when a group is 'outside of school', for example when walking in a line from place to place, attending a sports fixture etc, a register will immediately be called by the person in charge of the group.

Whilst the following actions take place, the safety of the remaining group is of paramount importance:

- If the child is genuinely missing, the surrounding area will be checked quickly calling out to the child for a response.
- If the child is not found within 10 minutes, the Headmaster will be notified via the school office; if he is not available, the Deputy Head. A contact mobile number will be confirmed and the time will be noted by the office staff.
- If, after quickly and fully re-searching the area, the child is not found, the police will be informed with the name and a description of the child. Parents will be contacted by the Headmaster or Deputy Head at this time, giving the following information:
 - time the child went missing
 - the place
 - what is being done and by who
 - a parent contact number will also be taken at this time.

Regular contact will be maintained with the school office (at least every 30 minutes).

Regular contact will be had with the police and advice taken as how to proceed.

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| Reviewed by: | Headmaster and SMT |
| Date: | December 2017 |
| Next Review Date: | December 2018 |