

MISSING CHILD POLICY

Whole school including EYFS

Version	1	2	3	4	
Date	September 2019	September 2021	September 2023	September 2025	
Written / reviewed by	Mrs Walker	Mrs Walker	Mrs Boulton	Mrs Boulton	
Date of next review	September 2021	September 2023	September 2025	September 2027	

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

1. Policy statement

1.1 Scope: This policy applies to staff (including volunteers), pupils and parents of the School and may be read in conjunction with the Safeguarding Policy. The procedures in this policy may be adapted as necessary. The Head and members of SLT have a wide discretion in relation to the procedures in this policy.

1.2 Publication:

This policy is provided to all staff. Parents may request a copy from the School or review the policy on the School website.

1.3 Policy aims:

Through the operation of this policy we aim to: protect the health and safety of pupils at the School;

2 Responsibility

2.1 The Trustees/Governors delegate appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the child's form teacher without delay.

3 Procedure for child missing during the school day

3.1 If a member of staff notes that a pupil is missing during the School day, he / she should contact the bursar immediately.

3.2 The bursar will then:

- a) check whether there is a legitimate reason for the child's disappearance, e.g. early collection by a parent for an appointment
- b) check the child's timetable for that day- this is situated on the shared drive
- c) speak with the office staff to check if anyone has been sent home sick or has an appointment
- d) check with all staff where the child may be having an extra lesson
- e) check all rooms and toilets in case the child is there.
- f) a message will be sent out via email/teams to all staff asking everyone if they know the whereabouts of the child

3.3 If the child cannot be found following the above investigation, the child's form teacher will notify a member of SLT.

3.4 The form teacher will ensure the class is supervised and then conduct an initial search, using assistance from the site manager and bursar, with involvement from a member of SLT. The Head will be kept informed.

3.5 As part of the initial search process, the child's friends and classmates will be asked if they have any knowledge of the missing child's whereabouts and searches will be carried out both inside and outside the building.

3.6 If the pupil is not found after the initial search (usually within 10 minutes), a member of SLT on duty will contact the office/bursar to register the child as missing, together with any suggestions as to where the child might be, based on information gained from speaking to staff and other pupils.

The member of SLT will:

- a) contact the child's parents (note that all decisions on contacting parents should be made by the Head or SLT in their absence)
- b) report the situation to the Head.

3.7 The Office/Bursar will then contact the police and the Head will contact the parents (where appropriate). The police will be provided with the information listed in **section 5**, as well as any other information reasonably requested by the police.

4 Procedure for child missing off-site

4.1 If a child is missing during an educational visit, the following procedure will be followed:

- a) a roll call will be taken
- b) staff will maintain the safety and well-being of other children
- c) the security of the venue will be informed, where relevant
- d) the group leader will contact the Head or a member of SLT in the Head's absence
- e) at least one member of staff will search the immediate vicinity

4.2 If the child is not found after 10 minutes:

- a) the police will be called and provided with the information set out in section 5 below
- b) the Head, or Assistant Head (pastoral) in their absence, will contact the parents of the missing child.

5 Information to be provided to the Police

5.1 When the School contacts the Police, the following information should be provided:

- a) the pupil's name
- b) the pupil's age
- c) an up to date photograph if possible
- d) the pupil's height, physical description and any physical peculiarities
- e) any disability, learning difficulty or special educational needs that the pupil may have
- f) the pupil's home address and telephone number
- g) a description of the clothing the pupil is thought to be wearing.

5.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

6 Review

6.1 This policy shall be reviewed every two years and updated as necessary. In undertaking the review, any incidents that indicate that there may be a problem with supervision, pupil support or security at the School will be taken into account and any issues raised by individual members of staff, parents and pupils.

7 Record and review

7.1 The School must keep a full written record of any incident of a missing child including:

- a) the child's name
- b) relevant dates and times (e.g. when it was first noticed that the child was missing)
- c) the action taken to find the child
- d) whether the police or any other external agency were involved
- e) outcome or resolution of the incident
- f) any reasons given by the child for being missing
- g) any concerns or complaints about the handling of the incident
- h) a record of the staff involved.

7.2 A full written record of the incident will be kept on the child's file and on CPOMS.

7.3 This policy shall be reviewed following any incident involving a missing child and updated as necessary taking into account the particular circumstances and any issues raised by members of staff, parents and pupils.

Appendix – Missing Child Report Sheet

Name of person making this report	
The date and time of the report;	
What staff/children were in the class/group/outing;	
When the child was last seen in the class/group/outing;	
What has taken place in the class/group/outing since then; and	
The time it is estimated that the child went missing.	
Who was contacted	
What happened	
Conclusion	
Aftercare arrangements if any	