



## MISSING CHILD POLICY

### OVERVIEW

Children should never be allowed to leave the premises during school time without the Head Teacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Head Teacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

### OBJECTIVES

1. To locate any missing child quickly.
2. To ensure a child arrives at school safely and that any absent child is accounted for.
3. To ensure that all children are kept safely on the school premises during school hours unless they have the Head Teacher's permission to leave.
4. To ensure that children who leave school during the school day only do so with the Head Teacher's permission and that they are accompanied by an authorised adult.
5. To ensure that children are collected safely at the end of the school day.
6. To ensure that children, who make their way home independently from school at the end of the school, arrive safely at their home.
7. To ensure that the building, grounds and play areas are safe and secure during school hours.
8. To ensure that teachers and staff keep children under proper supervision at all times.
9. To ensure that if a child 'goes missing', they are located quickly and returned safely.

### STRATEGIES

#### Absent Child

1. If a child is marked absent and no reason has been given to the office or class teacher for this absence, the parents will then be contacted to confirm that they are aware the child is missing from school and ascertain the whereabouts of the child.
2. If a response from the parent still has not been received by the end of the first day, the office staff will record this on CPOMS.
3. On the second day of absence, parents will be contacted by the office staff to confirm this absence and they will contact other key contacts for the child to confirm this absence and the reason. The office staff will record this on CPOMS.
4. On the third day of absence, with no response, parents will be contacted by the office staff to confirm this absence and the reason. If a response from the parent still has not been received by the end of the second day, a letter will be hand delivered asking for an explanation for their child's absence and that the school had not been informed about it.
5. On the fourth day of absence, with no response, parents will be contacted by the office to confirm this absence and the reason. If a response from the parent still has not been received by the end of the day, members of the Safeguarding team will visit the home to confirm the well-being and safety of the absent child.
6. A follow up letter will be sent to parents reminding them of their responsibilities and that further action may be taken if this non-response continues in future.

#### Missing Child during the school day

1. If a child cannot be found by their teacher, the office must be notified **immediately and told when and where the child was last seen**. The office staff will check the signing in/out book. The Head Teacher or Deputy Head must be informed immediately and they will make the decision about co-ordinating a search of the school premises.
2. All available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.

3. If the child has not been located on the school premises, the Head Teacher or Deputy Head will make the decision about whether the parent/carer will be contacted. If the child is not found within a short period of time, the police must be called by the Head Teacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.

#### **Missing Child during an outing or school visit**

1. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults.
2. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the Head Teacher must be notified and then a decision will be made about contacting the police.
3. As soon as possible, the parents will be notified that their child is missing.
4. The LA will be notified by the Head Teacher that a child is missing.
5. If a member of staff finds the child the Head Teacher must be told at once. Parents, police and other authorities will be notified.
6. The Head Teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

#### **Missing Child at the end of the school day**

1. If the collection of a child at the end of the school day has not gone according to plan, the class teacher must make the senior member of staff on playground duty or the office aware and the Head Teacher/Deputy Head will be informed.
2. The class teacher needs to gather information from the parents/adults collecting, whether they could be in an after-school club or whether there are other people who usually collect or are likely to have collected the child.
3. The class teacher needs to stay with the parent/collector, but ask a year group colleague to conduct a brief check of the immediate vicinity and likely areas such as classroom, toilets, cloakroom or lunch trolley area.
4. The office will be informed by the class teacher of any potential lines of enquiry such as other families and children so these can be contacted.
5. The class teacher needs to accompany the parent/collector down to the office to reassure them and be on hand for further information.
6. Once all lines of enquiry by school have been exhausted, the Head Teacher will co-ordinate a search of the local area with clear roles and responsibilities -this may include a search of the home to school route etc.
7. These staff will continually liaise with the office and the Head during the search.
8. If the child is still not accounted for, the Head Teacher will make the final decision for the police to be called.

#### **Missing Child from an After School Club**

1. All staff must complete a register before the activity starts. For EYFS/KS1 children, this should take place inside school in the classroom. If a child is found to be missing from the activity, the school office should be contacted immediately.
2. The parents will then be contacted to confirm that they are aware the child is missing from the activity and ascertain the whereabouts of the child.
3. If there is no response, the office will send a message to the parents explaining that the child is missing from the activity and ascertain the whereabouts of the child.
4. Actions will then be undertaken in line for absent missing children at the end of the school day.

#### **OUTCOMES**

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

#### **REVIEW**

This policy will be reviewed every 3 years or sooner if required by the Resources Committee of the Governing Body.