



# Missing Child Policy



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Updated January 2019

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**Our School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for the children to go missing during sessions.**

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the transition points between sessions and should the activity necessitate these. This is in addition to the registration procedures set out in the arrival and departures policy. If for any reason a member of staff cannot account for a child's whereabouts during a session at the School, the following procedure will be activated:

The School Office have a duty to remain vigilant at all times. They should keep an overview of children entering and leaving the site. If they see a child leave unattended they should follow the child, whilst a colleague, informs the Headteacher.

Office blinds should not be closed between 8:45-3:30, if this impairs vision of anyone leaving or entering the school.

- **The member of staff in question will inform the Headteacher immediately.** The rest of the staff team will be informed that the child is missing and a thorough search of the entire premises will commence. 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.
- If there is any doubt that the child may have left the site the Headteacher nominates two members of staff who will immediately follow the child's route home in a car and an additional two members of staff will follow on foot.
- Headteacher directs a member of staff to contact the parent/carer immediately.
- Office staff are aware of which members of staff are off-site.
- The Headteacher will nominate **two** members of staff to search school site and 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 15 minutes of thorough searching the child is still missing, a member of the Leadership Team will inform the police and the child's parent/carer. NB. If there is a possibility that the child has gone home this will be checked prior to informing the police.
- While waiting for the police and parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the School.
- The Headteacher or nominated person (in their absence) will be responsible for meeting the police and the missing child's parent/carer. The Headteacher or nominated person will co-ordinate any instructions by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Headteacher and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the School's site security and risk assessment policy).
- All incidents of children going missing from the School will be recorded on CPOMS, and in cases where either the police or social services have been informed, OfSTED will also be informed as soon as is practicable.