

REVIEWED: Autumn term 2020

**NEXT REVIEW: Autumn term 2022**



### Missing Child Procedure

The welfare of children in our care is paramount and EVERY member of staff has equal responsibility for ensuring the safety of children and knowing where they are.

Children being children they may not always be where they should be. Rarely is this anything other than the child wandering off for a while before turning up of their own accord. Every member of staff is responsible for challenging any child who is not in the right place at the right time and for ensuring that they return to where they should be.

Rarely, a child can go missing from the class and staff need to follow the agreed procedure to ensure that all missing children are returned, under staff supervision as quickly as possible.

Systems in place to minimise the risk of a child going missing:

1. The premises and surrounding site are secure. This means that external doors are closed after use and gates onto play areas are secured.
2. Attendance registers are taken at the start of each session and any pupils who are late are signed in at the school office.
3. If children have to be collected early from a session then parents inform the school office in advance, either with a phone call, by letter or email, and pupils are signed out by an appropriate adult before leaving the premises.
4. Care should be taken with children who are new to the school and teachers should ensure that they know the boundaries of where they can and cannot go.
5. Care should be taken when moving a class around the building or to and from the playground. Staff should position themselves so that they can see the front and end of the line and establish a system with their class of agreed 'checkpoints' where the leader stops to allow the others to catch up.
6. Children are booked into Keystones via an online booking facility. In the morning children are signed in by their responsible adult, and at the start of an after school session, are registered on entry. At the end of an after school session they are signed out by their responsible adult. *\*During the Covid Pandemic changes to protocol are listed in the specific Covid Risk Assessment.*

If a child goes missing:

1. The missing child should be identified and their last known whereabouts ascertained.
2. *If a child is booked into a Keystones after school session, but does not arrive, the staff should check with the class teacher in the first instance. Then the rest of the policy should be followed.*
3. The senior member of staff present arranges for all the other children to be satisfactorily supervised and engaged. Without alarming the children, staff should enquire if they have seen the missing child.

4. A systematic search of the vicinity is carried out, in particular, the toilets, cupboards and storerooms, along with other areas where a child might hide. If the class has recently moved from another area of the school, eg. the hall or the playground, then the route back to that area should be checked thoroughly. The wider school premises should be checked, eg. the car park and fields.
5. Enquiries should be made through other adults in the vicinity.
6. If the child cannot be located then the Headteacher must be informed.
7. The Headteacher will inform:
  - The parents/carers of the child
  - The police and any other appropriate emergency services
8. If the child cannot be located then a member of staff should check outside the school premises, such as the route to the child's home. A mobile phone should be taken so that contact can be maintained with the school office.
9. A record of events should be kept to help in the search and subsequent investigation into the incident:
  - Date, time and location of disappearance
  - Who was responsible for the care of the child at the time
  - What the child was wearing
  - Any distinguishing features
  - Circumstances surrounding the disappearance
  - Time parents / other agencies contacted
10. In the event of a serious incident when a child goes missing from the premises, the Headteacher should contact the LA to advise on dealing with parents and the media. All enquiries from parents and the media should be directed to the Headteacher.

Cross reference:

Safeguarding Policy  
Child Not Collected Policy