



Missing Child Policy

**Missing Child Policy (Including
EYFS)**

Policy Review Date: October 2019

Reviewed By: J Callaway & SLT

Next Review: October 2020 (or
following incident, legislation or
interim guidance)

Distribution

Please note that 2 copies of this policy are printed as standard and distributed to the following areas:

- 1) Staff Room
- 2) School Office

This policy is also made available on the school website.

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
October 2017	6	6. Systems to minimise risks of a child going missing: Use of an Emergency Card	6

Changes are highlighted in yellow

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SECTION 1: INTRODUCTION

Every attempt is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed. This procedure covers Early Years, KS1 and KS2. **Please note this policy does not cover Children Missing from Education - this is covered in the safeguarding policy.**

SECTION 2: CHILD GOING MISSING ON THE PREMISES

1. As soon as it is feared that a child is missing all children will return to their own classroom for a carpet based activity
2. Each class teacher will count and name check the children present against the register
3. Whilst this is happening, the Headteacher will be informed and teaching assistants including any other available support staff will carry out a thorough search of the buildings, playground and gardens
4. If the main gates are open due to the time being at drop-off or pick-up, or after 5pm, a member of staff will be sent immediately to the gate to ensure that the child does not leave the grounds.
5. Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
6. If the child has still not been found a more extensive search of the grounds will be initiated.
7. The child's parents will be contacted and the missing child will be reported to the police
8. The Headteacher will talk to the staff to find out when and where the child was last seen and record this.
9. An investigation will be carried out by the Headteacher and other members of the SLT as appropriate.

SECTION 3:

CHILD GOING MISSING WHEN IN THE SCHOOL GROUNDS

1. As soon as it is noticed that a child is missing, the children are asked to stand with the class teacher who will carry out a headcount to ensure that no other child has gone astray. The Teaching assistants will search the immediate vicinity but will not search beyond that
2. If the child is not found, the Teaching assistants or Teacher, will immediately return to the nearest building and inform the Headteacher calmly of the number of children missing, their names, their last known location and the current location of the rest of the class
3. The Headteacher will contact the school office and the procedures listed above will then be followed
4. If necessary, the Headteacher will send additional staff members to assist the class teacher with returning the children safely to their classroom

SECTION 4:

CHILD GOING MISSING ON AN OUTING

1. This describes what to do when staff have taken a group on an outing
2. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has

gone astray. One staff member searches the immediate vicinity but does not search beyond that

3. The school office is contacted immediately and the incident is reported to the Headteacher
4. The Headteacher contacts the police and reports the child as missing
5. Either the Headteacher contacts the parent, who makes their way to the school or outing venue as agreed
6. Staff take the remaining children back to the setting
7. If the venue has security, staff contact the venue's security who will handle the search and contact the police if the child is not found
8. A designated staff member may be advised by the police to stay at the venue until they arrive
9. In the case of the Headteacher being absent the Deputy headteacher should be informed and act for the Headteacher
10. An investigation is carried out by the Headteacher and other members of the senior leadership team as appropriate

SECTION 5: THE INVESTIGATION

1. The Headteacher together with another representative from the senior leadership team speak with the parent(s)
2. Written statements are taken from all the staff in the room or who were on the outing
3. The staff member writes an incident report detailing:
 - The date and time of the report
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child
 - When the child was last seen in the group/outing
 - What has taken place in the group or outing since the child went missing
 - The time it is estimated that the child went missing
4. A conclusion is drawn as to how the breach of security happened
5. If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
6. If the incident warrants, then the whole school major incident plan will be followed. This decision will be made by the Headteacher.

SECTION 6: SYSTEMS IN PLACE TO MINIMISE THE RISKS OF A CHILD GOING MISSING:

1. A register of children is taken at the start of the morning and afternoon session
2. Staff are aware of the number of children present each session and carry out regular head counts
3. Gates and doors are kept closed and where appropriate secured
4. Wherever possible, when moving between areas, one member of staff must be in front of the children and another at the back ensuring all of the children stay together

5. On trips outside the school grounds a high adult to child ratio is adopted and named children are assigned to individual staff to ensure each child is individually supervised, no child goes astray and that there is no unauthorised access to the children
6. On trips of potential high risk due to large numbers of people or busy areas, children are provided with an emergency card (which they will have secured on their person) displaying the telephones numbers of the trip leaders, and the school's information.