



## MISSING CHILD POLICY AND PROCEDURE

### Introduction

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

The school is responsible for minimising the risk of missing children and acting appropriately in the event that a child is identified as missing.

### Risk Mitigation

Steps taken to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site are secure.
- Staff rotas are drawn up at the start of each term to ensure that appropriate levels of supervision are in place at all times.
- The attendance register is taken twice a day, morning and afternoon, and the registration details are passed on to the school office.
- It is the responsibility of all staff to be aware of how many pupils are present at any time and a quick headcount is recommended at intervals before the start of a lesson.
- Staff should know the names of the pupils who are present so they are aware of whom to expect and can therefore highlight any possible unexplained absence.
- Pupils who arrive late must be recorded in the register and those who leave early should be marked out accordingly. Senior School pupils leaving early must wait in the school office.
- The whereabouts of new pupils should be noted with care.
- Steps must be taken to ensure that pupils know the boundaries of where they can and cannot go at all times of the day.
- Gates and doors are kept closed and, where appropriate, secured.
- Parents must be made aware of the need for supervision of children at all times especially at arrival and departure times.
- For all year groups a member of staff should remain outside until all pupils have gone inside to ensure that no pupil has been left outside unsupervised.
- Once inside, staff taking lessons after a break should ascertain that the correct number of pupils is present.

### If a pupil is found to be missing within the school grounds

1. The missing pupil should be identified and the last known sighting recorded.
2. The member of staff present in the classroom where the missing pupil should be will ask the pupils calmly if they have seen the missing pupil.



3. A message will be sent to the school office who will check the registers, check for messages and inform the Deputy Head (or Head of Junior School.)
4. An immediate systematic search will be carried out to see if the pupil can be located in the surrounding area.
5. A systematic search of the school building will be co-ordinated by the Deputy Head (or Head of Junior School). This will include anywhere a pupil might hide: toilets, cupboards, dining room, classrooms, the Gibbs Hall, Changing areas, pavilion, boot room, Library, all play areas, all outside areas, including the car parks.
6. The Deputy Head (or Head of Junior School ) or any of the Senior Management Team will then inform the Headmaster who will inform:
  - a. The parents- when he is satisfied that a thorough search has been undertaken. A time of approximately 30 minutes should have elapsed before this step is taken.  
If the parents can be contacted they should be asked for any information of anywhere else their child may make its way to e.g relatives, grandparents, and friends. They should be advised that the school will be contacting the emergency services and that a member of staff is searching the route that the child may have taken home.
  - b. The police -if the parents cannot be contacted.
  - c. The chairman of Governors.

If a pupil is found to be missing on a trip

1. The missing pupil should be identified and the last known sighting recorded.
2. The pre-arranged rendezvous point must be checked.
3. The lead member of staff will arrange for the other pupils to be supervised. The pupils should be asked calmly if they have seen the missing pupil. The last head count location will be verified.
4. Representatives of the venue will be informed and asked to assist in a systematic search to see if the pupil can be located in the surrounding area.
5. The school office will be contacted, checked for messages and the Headmaster, the Deputy Head (or Head of Junior School.) informed.
6. A systematic search of the wider environs will be co-ordinated by the Lead staff member utilising all resources available. The Headmaster, Deputy Head or Head of Junior School will decide if additional staffing resources can/should be provided to assist.
7. The Deputy Head or Head of Junior School will inform the Headmaster who will inform:
  - d. The parents- when he is satisfied that a thorough search has been undertaken. A time of approximately 30 minutes should have elapsed before this step is taken.



If the parents can be contacted they should be asked for any information of anywhere else their child may make its way to e.g relatives, grandparents, and friends. They should be advised that the school will be contacting the emergency services and that a member of staff is searching any route that the child may have taken.

- e. The police -if the parents cannot be contacted.
- f. The chairman of Governors.

### Record of Events

A record of the events must be kept by the Headmaster. This must include:

- Date, time and location of disappearance
- Who was responsible for the care of the pupil at the time
- What was the pupil wearing
- Any distinguishing features
- Circumstances surrounding disappearance
- An accurate record of the time scale of events and when parents and emergency services were contacted
- Subsequently, details of what happened and any changes to procedures required as a result

### Training

New staff will be provided with this policy and information via the staff handbook. Information will be provided to staff on any changes to the arrangements via staff meetings and memo's.

### Review

This policy and its effective implementation shall be reviewed annually by the Headmaster. This policy is subject to review in the Spring Term by the Governors Education Committee.