



Policy Header

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This policy complies with WBC guidance	Yes
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Written By	School
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MISSING CHILD POLICY

Introduction

Children should never be allowed to leave the premises during school time without the Headteacher's permission. 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 or their learning environment.

Definition

A child is classed as 'missing' when the class teacher or responsible adult is unable to account as to where the child is located. It is important to understand that the child may be 'missing' both within the school building and grounds as well as outside the school premises. The risk to the child may be substantial in either situation but should never be underestimated.

Objectives

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the Headteacher's permission to leave.
3. To ensure that children who leave school during the school day only do so with the Headteacher's permission and that they are accompanied by an authorised adult. In this case the "Pupil out of School" book must be signed.
4. To ensure that the building, grounds and play areas are safe and secure during school hours. No doors can be opened from the outside except with a key or keypad. Gates are locked at 8.55 am.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

Strategies

1. If a child cannot be found, within the immediate learning area by the teacher or responsible adult, the Headteacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all staff members. The emergency "red disc" procedure may be put into operation.
2. The remaining children will be left safe in the care of suitable staff. All other 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 is not found within a short period of time, the police must be called by the Headteacher or a 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.
5. 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. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the Headteacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the Headteacher that a child is missing.
8. If a member of staff finds the child, the Headteacher must be told at once. Parents, police and other authorities will then be notified.

9. The Headteacher will thoroughly investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again. It is absolutely essential that any and all 'missing children' events are reported to the Headteacher so that a critical review and analysis can be undertaken. This review and the resulting action may prevent further incidents.
10. All incidents will be reported to the Safeguarding Governor and are reviewed by the Behaviour and Safety Committee.

In the event of a child being witnessed leaving the premises without permission the following actions should take place:

1. Staff members must not pursue the child. Monitoring from safe distance may take place if deemed appropriate and safe. In this event, staff must ensure that their own pupils are safe and that the Headteacher has been informed.
2. The Headteacher must be notified **immediately and told when and where the child was seen leaving the premises.** The emergency "red disc" procedure may be put into operation.
3. If the child is not found within a short period of time, the police must be called by the Headteacher or a staff member.
4. As soon as possible, the parents will be notified that their child has left the premises.
5. If the Headteacher or senior staff member locates the child parents and police should be informed quickly.
6. The Headteacher will thoroughly investigate how the incident occurred and will take appropriate action to ensure that the risk of similar events occurring are minimised.
7. All incidents will be reported to the Safeguarding Governor and are reviewed by the Behaviour and Safety Committee. The LA may also be informed at any relevant point in this process.

Outcomes

The safety of all children will be given our highest priority. A missing child should be an extremely rare event. 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.