



Policy Header

Policy Title	Missing Child Policy
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This policy complies with WBC guidance	Yes
Linked Policies	Safeguarding & Child Protection, Attendance Policy
Written By	School
Date shared with Staff	February 2018
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MISSING CHILD POLICY

Introduction

Children should never be allowed to leave the premises during school time without the Head Teacher's permission and never unaccompanied. 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 Head Teacher's permission to leave. (accompanied)
3. To ensure that children who leave school during the school day only do so with the Head Teacher's permission and that they are accompanied by an authorised adult. In this case the "Pupil out of School" book must be signed.
4. This book is held at school reception and children are signed in and out when entering or departing inside the school day.
5. 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.
6. Parents accompany children to breakfast club and collect from ASC via the carpark/pedestrian gate and then to the hall.
7. Staff escort pupils/parents to and from the hall for BC & ASC
8. All external gates are unlocked between **7.40am with the tall double gates leading to the KS1 (infant) playground remaining locked until 8.30am** and then locked again at 9:00am and **gates with exception of the tall double gates leading to KS1 playground, remaining locked during the school day.** They are unlocked again at 3:00pm and locked again at 3:30pm. **A rota is provided to show staff gate responsibilities. All staff have a copy of the rota, one is displayed in the staff room, in the Office and Head Teacher's Office. This rota outlines gate responsibilities. (Attached.)**
9. To ensure that teachers and staff keep children under proper supervision at all times.
10. 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 Head Teacher 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 Head Teacher 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 Head Teacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the Head Teacher that a child is missing.
8. If a member of staff finds the child, the Head Teacher must be told at once. Parents, police and other authorities will then be notified.
9. The Head Teacher 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 Head Teacher 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 Head Teacher has been informed.
2. The Head Teacher 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 Head Teacher or a staff member.
4. As soon as possible, the parents will be notified that their child has left the premises.
5. If the Head Teacher or senior staff member locates the child parents and police should be informed quickly.
6. The Head Teacher 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.

Rota for gate: Security measures:

by 7:30am	Maintenance Officer to open carpark gates, pedestrian gate, community garden, 2 x playground gates				
	NB: Double green gates must be left shut and padlocked at this time				
8:30am	From this time staff entering/leaving staff carpark to close gates behind them.				
	Carpark gates to remain closed during the day until 5:30pm. All staff's responsibility.				
	All staff please park in the carpark not on Hurst Lane				
8:30am	Staff Rota to unlock double green gates and man playground for children entering at start of school day:				
	Monday	Tuesday	Wednesday	Thursday	Friday
Staff:	Mrs Mowbray	Mrs Storey	Mr Snelson	Mrs Wall	Mr Stratford / Mrs Goman
9:00am	Staff Rota to lock all 4 gates - Warrington Rd, Playground, community garden, double green gates				
	Monday	Tuesday	Wednesday	Thursday	Friday
Staff:	Mrs Mowbray	Mrs Murray	Mrs Gaskell	Mrs Murray	Mrs Jones
at 3:00pm	Maintenance Officer to open all gates on arrival to school ready for parents arriving				
	Community garden, playground, double green gates, Warrington Road				
at 3:30pm	Maintenance Officer to lock all gates except pedestrian entrance/exit on Hurst Lane				
	Community garden, playground, double green gates, Warrington Road				
at 6:00pm	Maintenance Office to lock all shutters, windows, fire doors, check all gates then lock				
	pedestrian gate, bins, boiler house gate and carpark gate.				

Warrington Borough Council appendices to Missing Children – escalation procedure

This directly links to Missing Children – in danger of sexual exploitation

(children living in Warrington under care of another authority)

This will be linked to the safeguarding policy.

MCSETO ESCALATION PROCESS
Purpose: This process is to be used for children who are living in Warrington but who are Children in Care of another Local Authority (CICOLA's). It is to be used when there are concerns about a child's Missing Activity or if they are thought to be at risk of Child Sexual Exploitation or Trafficking. The table below outlines Warrington Borough Council's expectations regarding this matter and what compliance to this process looks like:

Activity	Step 1	Step 2	Step 3
Child reported as missing 2+ times in 90 day period or meets trigger point for Missing Intervention Meeting	Responsible Local Authority contacted and asked to submit MCSETO Referral form within 10 working days	MCSETO Referral Form received and child is added to MCSETO Agenda for discussion at next meeting	Child is discussed at MCSETO. Feedback provided to responsible Local Authority
Child meets trigger point for Missing Intervention Meeting	Responsible Local Authority contacted and asked to submit MCSETO Referral form and hold a Missing Intervention Meeting within 10 working days	MCSETO Referral Form received and child is added to MCSETO Agenda for discussion at next meeting. Missing Intervention Meeting held	Child is discussed at MCSETO. Feedback provided to responsible Local Authority
Child is at Risk of CSE	Responsible Local Authority contacted and asked to submit MCSETO Referral form and CSE Screening Tool	MCSETO Referral form and CSE Screening Tool received and child is added to MCSETO Agenda for discussion at next meeting.	Child is discussed at MCSETO. Feedback provided to responsible Local Authority
Child is at risk of Trafficking	Responsible Local Authority contacted and asked to submit MCSETO Referral form	MCSETO Referral form and child is added to MCSETO Agenda for discussion at next meeting.	Child is discussed at MCSETO. Feedback provided to responsible Local Authority

MCSETO ESCALATION PROCESS Purpose: This process is to be used for children who are living in Warrington but who are Children in Care of another Local Authority (CICOLA's). It is to be used when there are concerns about a child's Missing Activity or if they are thought to be at risk of Child Sexual Exploitation or Trafficking. The table below outlines Warrington Borough Council's expectations regarding this matter and how the matter will be escalated if responsible Local Authority is not compliant.

Activity	1	2	3	4
Child reported as missing 2+ times in 90 day period or meets trigger point for Missing Intervention Meeting	Responsible Local Authority contacted and asked to submit MCSETO Referral form within 10 working days. Referral not received.	Chair of MCSETO escalates to respective social worker's line manager. Expectation that referral form is received within 5 working days of this contact	Referral not received. Chair of MCSETO informs Head of Service Quality Assurance and Safeguarding who escalates to their counterpart in the Responsible Local Authority. Expectation that referral form is received within 2 working days of this	Referral not received. Head of Service Quality Assurance and Safeguarding informs DCS & Chair of WSCB. Letter is sent to their counterparts in responsible Local Authority/LSCB area to alert them to the safeguarding concerns, and

			contact	noncompliance with process
Child meets trigger point for Missing Intervention Meeting	Responsible Local Authority contacted and asked to submit MCSETO Referral form and hold a Missing Intervention Meeting within 10 working days	Referral not received and date for meeting not confirmed Chair of MCSETO escalates to Social Worker's line Manager. Expectation that referral form is received and meeting is held within 5 working days of this contact	Referral not received. Principal Manager informs Head of Service Quality Assurance and Safeguarding who escalates to their counterpart in the Responsible Local Authority. Expectation that referral form is received within 2 working days and Missing Intervention Meeting takes place within 5 working days of this contact	Referral not received. Head of Service Quality Assurance and Safeguarding informs DCS & Chair of WSCB. Letter is sent to their counterparts in Responsible Local Authority/LSCB area to alert them to the safeguarding concerns, and noncompliance with process
Child is at Risk of CSE	Responsible Local Authority contacted and asked to submit MCSETO Referral form and CSE Screening Tool	Referral & Screening Tool not received Chair of MCSETO escalates to Social Worker's line Manager. Expectation that referral form is received within 5 working days of this contact	Referral & Screening Tool not received. Principal Manager informs Head of Service Quality Assurance and Safeguarding who escalates to their counterpart in the Responsible Local Authority. Expectation that documents are received within 2 working days of this contact	Referral not received. Head of Service Quality Assurance and Safeguarding informs DCS & Chair of WSCB. Letter is sent to their counterparts in Responsible Local Authority/LSCB area to alert them to the safeguarding concerns, and noncompliance with process
Child is at Risk of Trafficking	Responsible Local Authority contacted and asked to submit MCSETO Referral form	Referral not received. Chair of MCSETO escalates Social Worker's line Manager. Expectation that referral form is received within 5 working days of this contact	Referral not received. Principal Manager informs Head of Service Quality Assurance and Safeguarding who escalates to their counterpart in the Responsible Local Authority. Expectation that referral form is received within 2 working days of this contact	Referral not received. Head of Service Quality Assurance and Safeguarding informs DCS & Chair of WSCB. Letter is sent to their counterparts in Responsible Local Authority/LSCB area to alert them to the safeguarding concerns, and noncompliance with process