



## **MISSING CHILDREN POLICY** **(EMERGENCY PROCEDURES)**

### **Purpose of this Policy**

The purpose of this policy is to give all staff a clear understanding of how to respond should they discover a child is missing in order to locate the missing child as quickly as possible.

### **Occasions when a child may go missing**

Staff need to be mindful that a child can go missing at any time of the day. Staff should perform a head count on a regular basis to ensure that all children are present, particularly following a transition period.

### **Procedures to be taken if a child is missing**

- The class teacher or nearest member of staff should be notified immediately. Information should then be quickly gathered to ascertain the child's last known whereabouts with any appropriate contextual information.
- The head teacher should be informed.
- Conduct a search of the immediate surroundings, whilst ensuring the rest of the children are well supervised.
- If this initial search does not find the missing child, a wider search of the school buildings and grounds should be undertaken.
- If this wider search does not locate the missing child, staff should begin a search of the wider area outside of the school grounds. A useful starting point will be the usual child's journey home. Staff should carry their mobile phone and inform the office that they are leaving the premises in order to search.
- At this point, a telephone call should be made to the missing child's parents/carers to inform them of the situation and to ascertain if the child has returned home. If parents cannot be contacted, the emergency contacts should be informed. If no-one is at home, staff should check out the child's home address.
- If the child is not found after following this procedure, the police should be informed (within 30 minutes).

During this time, a designated member of staff should be on standby in the office to receive and make phone calls.

If the missing child is seen outside the school boundary, staff should use their professional discretion and knowledge of the child in order to facilitate a successful and safe outcome. Care must be taken not to frighten the child, which might result in a

dangerous situation (for example, the child might run into the road without looking out for traffic).

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

### Investigations

When a missing child has been located and safely returned to school or home, the head teacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

|                                            |             |
|--------------------------------------------|-------------|
| Policy author                              | S. Kay-Wood |
| Date Policy reviewed                       | March 2022  |
| Date policy approved by the Governing Body | 15/3/22     |
| Date of next review                        | Spring 2025 |

### Equality Analysis Impact

This policy has been written with reference to and in consideration of the school's Equality Policy.

Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? NO

Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age) NO

Any questions or concerns regarding this policy should be made to the headteacher.