

Ratified on:
Governing Body Committee:

Tiptree St. Luke's Church School



Missing Child Policy

'Developing our Children's Potential'

This policy covers pupils who go missing during the school day.

OVERVIEW

- Children should never be allowed to leave the premises during school time except if they are signed out by a authorised adult.
- It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Headteacher.
- 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.

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.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
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 – see appendix i

1. If a child cannot be found by their teacher/support worker/ lunchtime supervisor, the Headteacher or Senior Leadership Team member 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.
2. Commence filling in a Missing Child Incident Form.
3. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
4. 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.
5. If the child is not found within a short period of time (5 minutes after recorded as missing), the police must be called by the Headteacher or staff member.
6. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school. The members of staff will take their mobile phones with them for communication purposes.
7. 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 and 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. If in an enclosed space the appropriate staff in that environment can be initially informed before calling the police, for instance to give a message over the tannoy.
8. The LA will be notified by the Headteacher that a child is missing.
9. If a member of staff finds the child the Missing Child Co-ordinator must be told at once. Parents, police and other authorities will be notified.
10. The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

OUTCOMES

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

Date of Agreement _____

Review date _____



Appendix i

Missing child protocol

- Report to office
- Headteacher or Member of Senior Leadership to be informed and to co-ordinate procedure
- Missing Child Incident Form to be commenced (appendix ii)
- Bell to be rung 3 times concurrently
- General support LSA's to report to office
- Staff to be directed to check building and grounds and to report back within 5 minutes
- Senior Leadership member to collate information below and contact police – phone 999
 - Name
 - Aliases/Nicknames
 - Date of birth
 - Nationality/Ethnicity
 - Height/Build
 - Description – Hair colour and type/features and distinctive features
 - Address
 - Contact numbers
 - What the child is wearing
 - Circumstance prior to disappearance
 - Time last seen, by whom and location
- Search party members to be allocated areas close to school to search – must have mobile phones with them and if child sighted must phone the Missing Child Co-ordinator (01621) 814107 and follow the child at a distance until assistance arrives

Tiptree St Luke's C. of E. Primary School

INCIDENT FORM
Missing Child Investigation

Date:

Time Child Identified as lost:

Time to notify the Police:

(5-10 minutes after the child has gone missing)

Reporting adult:

Reported to:

(Find a photograph of the child and attach to the form – provide colour copies to members of the search party that require it)

Time child last seen and location:

Any significant events preceding the child going missing:

Child seen with whom:

Known friends of the missing child:

| Adults available to participate in the search – Roles to be appointed | | |
|---|--|--|
| Adult | Role | Contact Number |
| | <u>Search Co-ordinator</u> – To stay in agreed central location to co-ordinate the work of the Search Party | |
| | <u>Telephone Communicator 1</u> – To call parents/ carers | |
| | <u>Telephone Communicator 2</u> – To call friends parents/ carers | |
| | <u>Member of the Search Party 1</u> – Location to search: | Mobile: (School Contact Number to update on progress: 01621 814107 – Contact Card Provided) |
| | <u>Member of the Search Party 2</u> – Location to search: | Mobile: (School Contact Number to update on progress: 01621 814107 – Contact Card Provided) |
| | <u>Member of the Search Party 3</u> – Location to search: | Mobile: (School Contact Number to update on progress: 01621 814107 – Contact Card Provided) |
| | <u>Member of the Search Party 4</u> – Location to search: | Mobile: (School Contact Number to update on progress: 01621 814107 – Contact Card Provided) |
| | <u>Member of the Search Party 5</u> – Location to search: | Mobile: (School Contact Number to update on progress: 01621 814107 – Contact Card Provided) |

| |
|---|
| <p>Contact made with Police:</p> <p>Time:</p> <p>Name of allocated Police Officer:</p> <p>Advice given:</p> <p>Actions taken by the Incident co-ordinator:</p> <ol style="list-style-type: none"> 1. 2. 3. |
| <p>Search Update information</p> |
| <p>Time:</p> |
| <p>Time:</p> |
| <p>Time:</p> |
| <p>Time:</p> |
| <p>Outcome:</p> <p>Time child found:</p> <p>Reason for going missing:</p> <p>Possible lessons to have learnt:</p> |

Signed (Co-ordinator):

Date:

INCIDENT REVIEW

Post Incident Investigation & Review:

Review undertaken by:

Actions to be taken following the Incident Review:

DATE ACTIONS
COMPLETED AND
SIGNED OFF AS
CLOSED

1.

2.

3.

Signed (Reviewer):

Date: