

# St. Michael & All Angels Primary School



## Missing Child Policy

This policy was adopted on	Date:
By Name:	
Position:	
Signature:	
<b>on behalf of St. Michael &amp; All Angels Primary School</b>	
This Policy was updated in September 2012 & will be reviewed or replaced no later than December 2013 Version 1.1	

# St. Michael & All Angels Primary School

## MISSING CHILD POLICY

In the event of a child becoming lost, while in the care of the school, staff will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

### **Aim**

Ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained for other children in the group while procedures are followed.

### **Procedures**

If the child becomes lost during the school day on school premises

- ❖ Notify the person in charge of the school at that point – (Normally the Head Teacher, Deputy Head or in their absence a member of the Senior Management team) & the Schools Safeguarding Officer.
- ❖ The person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and garden.
- ❖ The remaining children / classes will be gathered into one large group in the main hall, e.g. for a story etc, while the remaining staff search for the missing child.
- ❖ A register checked will be made make sure no other child has also gone astray.
- ❖ The children will be sensitively asked whether they have seen the child who is missing, as will all adults, so that it can be established who was last to see the missing child, when and where.
- ❖ Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- ❖ The person in charge talks to staff to establish what happened.

- ❖ If the child is not found the parent or carer is contacted (alarming them as little as possible) and the missing child is reported to the police.
- ❖ If the child lives within walking distance of the group, one adult should travel by car to the likely destination and retrace the route on foot in order to catch up with the child if possible.

If a child goes missing from an outing the school staff will ensure the following procedures are put into place:

- ❖ As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- ❖ The person in charge is informed and will then act as the point of contact for the police as well as support staff, and the school (Model Emergency plan – critical incidents)
- ❖ The staff will contact the police using the mobile phone and report the child as missing.
- ❖ In an indoor venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- ❖ Staff take the remaining children back to school.
- ❖ The school contacts the child's parent or carer (alarming them as little as possible)

## **When The Child Is Found**

Members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.

Other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

## **After The Incident**

- ❖ The class teacher will sensitively discuss with the child's parents the events surrounding the disappearance of the child.
- ❖ If appropriate, a short meeting will be held at the end of the session/start of the following session or a note sent home with the children to give parents brief, accurate information about the incident, as soon as possible.
- ❖ Liability should not be discussed until the incident has been fully investigated by the school and the LA
- ❖ Staff and parents should be asked to refer any enquiries they have or any enquiries from the media, about the incident, to the Head Teacher

## **The Investigation**

The Head Teacher carries out a full investigation taking statements from all the staff present at the time, or those who were on the outing.

The key person/staff write an incident report detailing:

- ❖ the date and time of the report;
- ❖ what staff/children were in the group/outing;
- ❖ when the child was last seen in the group/outing;
- ❖ what has taken place in the group/outing since then; and
- ❖ the time it is estimated that the child went missing.

A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments.