



MISSING CHILD POLICY

Whole School	
Statutory?	
Responsible:	SLT
Reviewed:	January 2020
Next Review:	January 2022

Fairstead House

MISSING CHILD POLICY AND PROCEDURE incorporating the Early Years Foundation Stage

INTRODUCTION

The welfare of all of our children at Fairstead House School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

AIMS

The aim of this policy is to set out the procedure for reporting a missing child and the follow-up care. Additional policies that should be read in conjunction with this one include:

Security Policy
Supervision and Duty Policy
School Trips Policy

PROCEDURE

Actions to be followed by staff if a child goes missing from the school

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children are present
- Inform the Head or her designate
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s)
- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide
- Check the doors, gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- The Head will ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Head would notify the Police
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her in case they have attempted to walk home.
- The Child Protection Officer would inform the Local Children Safeguarding Board

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- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- The Insurers would be informed
- If the child is injured, when found, a report would be made under RIDDOR to the HSE if required.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by staff if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Head by mobile phone
- Head will ring the child's parents and explain what has happened, what steps have been taken and ask them to come to the venue/the school at once if possible.
- Contact the venue Manager and arrange a search
- Contact the Police
- The Child Protection Officer would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- The Insurers would be informed
- If the child is injured, when found, a report would be made under RIDDOR to the HSE if required.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident

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- The Head will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing – if this occurs during a out of school visit], the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

Procedures to be followed by staff when a child is not collected on time

If a child is not collected within 15 minutes of the agreed collection time, the member of staff will take the child to After School Club.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within the period of the school being open – including After School Club (ending at 1800), the Head or her designate will continue to make contact with the parents. In the event that no contact has been made with the parents, advice from the police will be sought.

The school will undertake to look after the child safely throughout the time that he or she remains under our care.

INFORMATION FOR PARENTS

The companion documents, Arrival and Departure Policy, Supervision and Duty Policy and Security Policy describes:

- The arrangements for handing over children to the care of their parents at the end of the day
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

The enhanced supervisory arrangements for outings involving children are set out in a detailed policy document: School Trips – Risk Assessments. We review all of these policies regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of children.