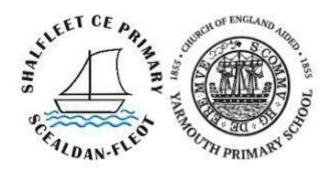# The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future

MISSING CHILD
A STATEMENT OF POLICY

Approved by	CW
Portfolio	Safeguarding
Approved on	Autumn 2021
Review date	Autumn 2024
Review Cycle	3 Year

Signed_____ Date _____

Missing Child Policy

All precautions are taken to ensure that children are safe and kept on the premises at all times.

These include:
- supervision within classrooms and the playground at all times
- planned procedures for pick up with clear indication of the arrangements for each child
- higher adult/child ratios for younger children
- secure outdoor play area for children in the Early Years Foundation stage

In the very unlikely event that a child goes missing the following procedures will be followed:
- The member of staff who realises a child is missing will inform the Headteacher [or in her absence the Deputy Headteacher or Senior Teacher] immediately
- The register will be checked to make sure no other child has also gone astray.
- The Headteacher will delegate a thorough search of the building and playground
- The Headteacher will talk to staff to establish what happened prior to the child being noticed missing and establish last point of contact.
- The local road way will be checked by staff to try to establish if the child has left the premises completely.
- If the child is not found within 10 minutes the missing child is reported to the police.
- The Headteacher will contact parents

If a child goes missing from an educational visit where parents are not attending and responsible for their own child, the following procedure applies:
- As soon as it is noticed that a child is missing, staff on the visit ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- The staff contact the police using the mobile phone and report the child as missing
- The person in charge informs the Headteacher who will then liaise with the police, inform the local authority and contact the family. The Headteacher may make her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff take the remaining children back to school if possible
- In an indoor venue, the staff contact the venue's security staff who will handle the search and contact the police if the child is not found.

The investigation following the recovery of the child:
- The Headteacher, with the support of the police, carries out a full investigation taking written statements from all the staff present at the time.
- an incident report detailing;
    - The date and time of the report;
    - Which staff/children were in the group
    - When the child was last seen in the group
    - What has taken place in the group since then; and the time it is estimated that the child   went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.

Missing children from parent's care.
At busy times of the day and during family events at school children occasionally go missing from the care of their parents. In order to try to

 ensure that the child is found quickly and safely the above procedures will still apply.

<u>Arrangements at the end of After School Clubs</u>

Every After School Club will have a register of children attending. Unless permissions have been obtained in writing to the contrary, all pupils will be signed over to their parents at the end of the club by a member of staff. *This policy should be read in conjunction with the school's Child Protection Policy*