

## Missing Child Policy

It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Headteacher/Staff. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that child.

### **Objectives**

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours.
- To ensure that children who leave school during the school day only do so when accompanied by an authorised adult.
- To ensure that the buildings, grounds and play areas are safe and secure during school hours.
- To ensure that all teachers and school staff keep the children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school.

### **Strategies**

- If a child cannot be found by the Class Teacher, the Headteacher must be notified immediately and told where and when the child was last seen. Time is of the essence and prompt action must be taken by all.
- The remaining children in the class will be left safe in the care of suitable staff. All available staff will conduct a thorough search of the school and its grounds.
- The Police must be called by either the Headteacher or other member of SMT/Secretary.
- Members of staff, where available, may be sent to search the local area and must carry a phone.
- If a child is missing during an outing or school visit the teacher in charge must ensure that the remaining children are safely cared for by other staff and adult helpers. An urgent but thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called and the Headteacher and school notified.
- School will immediately notify the child's parents.
- If the child has been located the Headteacher, Police and the parents will be notified.
- The Headteacher will investigate how the incident occurred and will take the 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 occurrence. This Policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point.

*(March 2015 – to be reviewed March 2018)*