



# The Children's House

## Missing Child Policy

This policy should be renewed annually and as required by legislation.		
Action	Reviewer	Date
Review	EG	Jan 2024
Approved by Chair of COM	DD	Jan 2024
Date for next internal review		Jan 2025

## Associated Policies:

- Outings Policy
- Safeguarding & Child Protection; Every Child Matters
- Risk Assessment

## Introduction

This policy applies to staff (including volunteers), pupils and parents of The Children's House and may be read in conjunction with the Safeguarding and Child Protection Policy. The procedures in this policy may be adapted as necessary. The Headteacher, Deputy and Assistant Head have a wide discretion in relation to the procedures in this policy.

## Publication

This policy is available to all staff on SharePoint. Parents may request a copy from the School or review the policy on the School website.

## Aims of the Policy

Through the operation of this policy we aim to protect the health and safety of pupils at the School.

## Responsibility

The Headteacher is responsible for the day-to-day management of the School and all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the child's teacher or a member of SLT immediately.

## Procedure for child missing during the school day



If a member of staff notes that a pupil is missing during the School day, he / she should contact the school administrator at their site immediately.

The administrator will then verify:

- Whether the child is in the sick bay or the toilets.
- Whether the child is having an individual music or intervention session.
- Whether there is a legitimate reason for the child's disappearance, e.g. early collection by a parent for an appointment.
- Whether the child is in any other classroom or any other room including the staffroom or, at the Upper School the hall

If the child cannot be found following the above investigation, the administrator will notify a member of SLT.

As part of the initial search process, the child's friends and classmates will be asked if they have any knowledge of the missing child's whereabouts and searches will be carried out both inside and outside the building.

If the pupil is not found after the initial search, the administrator on duty will register the child as missing on the attendance register. The member of SLT will talk to every teacher on site to try to establish where the child might be found. If the child continues to be missing, the member of SLT on duty will contact the child's parents.

The Administrator will then contact the police. The police will be provided with the information listed above, as well as any other information reasonably requested.

### **Procedure for child missing off-site**

#### **See Outings Policy**

If a child is missing during an educational visit, the following procedure will be followed:

- a roll call will be taken
- staff will maintain the safety and well-being of other children
- the security of the venue will be informed, where relevant
- the group leader will contact the Headteacher (Upper School) or Deputy Head (Nursery)
- at least one member of staff will search the immediate vicinity
- If the child is not found after 10 minutes:
- the police will be called and provided with the information set out in section 5 below and the



Headteacher or Deputy Head, will contact the parents of the missing child.

### **Information to be provided to the Police**

When the School contacts the Police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing.
- The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

### **Record and review**

The School must keep a full written record of any incident of a missing child including:

- the child's name
- relevant dates and times (e.g. when it was first noticed that the child was missing)
- the action taken to find the child
- whether the police or any other external agency were involved
- outcome or resolution of the incident
- any reasons given by the child for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

A full written record of the incident will be kept on the child's file.

The School will then conduct a full investigation into the incident in collaboration with all staff involved and the CoM.



# The Children's House

This policy shall be reviewed following any incident involving a missing child and updated as necessary taking into account the particular circumstances and any issues raised by members of staff, parents and pupils.

This document will be reviewed every year but may be reviewed and updated more frequently if necessary.

This plan was reviewed by the Council of Management in January 2024.

Signed:            Danielle Dufey            Chair of Council of Management



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