

Woodlands Primary School

Missing Child Policy



Introduction

At Woodlands Primary School, the safety of our children is of the highest priority. A missing child should be an extremely rare happening. Staff must always be aware of the potential for children to go missing and of the procedures to be followed if a child does go missing. Risk assessments are carried out to ensure that the school is as safe as possible and children should never be allowed to leave the premises on their own. It is possible however that despite all precautions a child cannot be accounted for and goes missing. This policy is designed to put in place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Preventative Procedures

- Having systems in place to ensure that children do not go missing. This includes ensuring that all exits are kept closed.
- Children, staff and volunteers must be made aware of school boundaries.
- Children must be supervised at all times and sufficient staff must be available to ensure that this happens.
- Registers will be taken each morning and afternoon along with any activities outside of regular school hours i.e. After School Club. Regular head counts should also take place throughout the day particularly when children have been out of the classroom.
- Parents/ carers must sign their children in/ out if they come to or leave the school outside of normal start and finish times.
- Children will not be allowed to leave the school with anyone other than authorised persons unless the school has been informed and the alternative person is identified.
- Any visitors to school must be signed in and out. They must only be let in to school by a member of staff to ensure that no doors are left open and the safety of the children is maintained. All visitors should be identified by visitor badges which are issued by office staff at sign in.

Reactive Procedures

- If a child cannot be found the Headteacher (Miss J Fleetwood) must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt action must be taken by all.
- The remaining children will be left in the care of a suitable adult(s). All other available staff will conduct a thorough search of the school and grounds.
- If the child is not found within a short period of time the police must be called by the Headteacher or an appropriate member of staff.
- If the child is not found within school, the child's parents/ carer will be contacted by the Headteacher and informed of the situation
- While awaiting the police and the parent/ carer to arrive, searches for the child will continue. Other members of staff will maintain as normal a routine as possible for the rest of the children
- The Headteacher (Miss J Fleetwood) will be responsible for meeting with the police and the missing child's parent/ carer. The Headteacher will also be responsible for co-ordinating any actions instructed by the police.
- The LA will be notified by the Headteacher that a child is missing so that additional support can be provided. Governors will also be informed as soon as is practicable.
- If a member of staff finds the child, the Headteacher must be told at once. Parent/ carers, police and other authorities will be notified.
- Once the situation is resolved, a full written account of the incident will be recorded and held on file.
- Further risk assessments will be carried out to ensure that the incident does not happen again.

Out of School Visits

- When a group of children is taken out of school, risk assessments must be completed in advance and checked by the Headteacher. All attending staff, volunteers and parents must be aware of the details on the risk assessment.
- A list of children must be carried by staff on the visit
- Regular head counts must be taken by staff on the visit.
- Adult to Pupil ratios will be in line with those the LA set.
- A school mobile phone will be taken on all visits
- If a child goes missing the other children will be gathered together and a member of staff will be assigned to look for the missing child. An urgent but thorough search must be made of the immediate vicinity
- If in an enclosed space, the appropriate staff in that environment should be informed initially before calling the police.
- The Headteacher must be contacted immediately and informed so that Parents/ carers can be contacted.
- If the child is not found within a short period of time, the police must be contacted.
- If the child is found the Headteacher must be informed immediately. Parents/ carers, police and other authorities will be notified.
- The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.