



Missing Child Policy

This policy also applies to the EYFS

Updated	Review Date	Version
September 2023	September 2024	2023.01

Signed: Mr John Clarke (Chairman of the Board)

Missing Child Policy

This policy is applicable to all pupils, including those in the EYFS and should be read in conjunction with the school's policies as below:

- Safeguarding and Child Protection Policy
- Supervision and Before and After School Care Policy
- Educational Visits Policy

Introduction

The welfare of all of our children at Abercorn 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 keeping all children safe at all times.

Aim

In the event that a child is missing, we will ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other children while procedures are followed.

Procedures

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 from school the following actions would be taken:

- Check the electronic register to confirm the child was registered and to ensure that all other children in the class are present.
- Inform the Head and/or Deputy Head of the relevant school building.
- At the same time, a complete search of the entire building should be initiated immediately, and information should be gathered as to any circumstances that may have caused the absence, establishing the last time and sighting of the child, clothes that the child was wearing and the mental state of the child (happy, upset, etc.).
- The search will include all areas of the School and areas immediately surrounding the site before reporting back to the Head and/or Deputy Head. This will be done as quickly as possible. With older children, it may be deemed appropriate to sound the evacuation alarm in a bid to flush out the missing pupil.

If the child is still missing at this stage, the following steps would then be taken:

- Inform the Head/Designated Safeguarding Lead that the child has not been found.
- If the child is not discovered after 15 minutes then the Head and/or Deputy Head will telephone the child's parents/carer, report the situation and explain what steps have been set in motion. Parents/carers will be asked to come into school immediately. A

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search will continue to be made of the area, supported by the Head, which will continue until instructed otherwise.

- The Head/Designated Safeguarding Lead would usually also notify the Police at this point.
- Telephone lines should remain as free as possible so that messages are not delayed.
- The provision for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.
- The Designated Safeguarding Lead would then inform the Local Children's Safeguarding Board on 0207 641 4000 and, if appropriate, the Children Missing in Education Team on 0207 641 5355.
- Abercorn School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Board of Directors will be informed.
- A report will be made under RIDDOR to the HSE if the child was found injured.
- At the appropriate time other parents will be informed if necessary.
- A full record of all steps taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures will be adjusted.

If a child goes missing during an off-site activity

In the event of a member of staff fearing that a child has gone missing while off school premises the following actions must be taken:

- For any off-site visit, there will be a teacher designated to be the Trip Leader.
- If a child has gone missing then the Trip Leader must ensure the safety of remaining pupils. Staff/child ratios should be monitored.
- An immediate headcount must be carried out in order to ensure that all the other children are present.
- One or more adults should immediately start searching for the child.
- The Trip Leader should contact the Head/Designated Safeguarding Lead immediately to let them know what is happening.
- If the child is not found within 5 minutes of starting a search, the Trip Leader must contact the Police by calling 999 immediately.
- The Head/ Designated Safeguarding Lead should be updated and then contact the missing child's parents, report what has happened and explain what steps have been set in motion. Parents/carer will be asked to come into school immediately.
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board on 0207 641 4000.
- Abercorn School will co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Board of Directors will be informed.
- A report will be made under RIDDOR to the HSE if the child was found injured.
- At the appropriate time other parents will be informed if necessary.

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

Once the child is found the following steps should be taken;

- Talk to, take care of and comfort the child; their wellbeing being of the utmost importance.
- Staff should remind all children of the importance of not leaving the school building without an adult or separating from a group when off-site.
- The Head will arrange to speak to all parents to discuss the events and give a full account of the incident.
- The Head will ensure a full investigation if appropriate and involve the Local Children's Safeguarding Partnership if necessary.
- Any media queries will be referred directly to the Senior Leadership Team.
- All staff involved in any incident regarding a missing child will provide a full written report which will be given to the Designated Safeguarding Lead.
- Any report will detail the following:
 - Date, time and place of incident
 - Numbers of staff and children
 - When the child was last seen
 - What appeared to have happened
 - The length of time that the child was missing
 - How the child went missing
 - Lessons for the future