



# Huntington

Community Primary School

## Missing Child Policy 2022

Signed by:

A handwritten signature in black ink, appearing to be "Rose".

Headteacher

Date: 09.03.22

A handwritten signature in black ink, appearing to be "L.M. Gibson".

Chair of  
Governors

Date: 09.03.22

Next review Spring 2025

## Aim

We aim to keep children safe and secure at all times, whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of children.

In the event that a child goes missing from school or during an off-site visit, we shall follow the procedures outlined below.

Educational visits /residential are recorded in the visits file stating:

- the date and time of outing
- the venue and mode of transport
- names of staff assigned to named children
- any medical needs of the children
- time of return

Staff take a list of the children's parent/carer details and their telephone numbers, the school's own emergency numbers, and a First Aid pack. The amount of equipment will vary and be consistent with the venue and the number of children, as well as how long they will be away from school for.

### **Procedures to follow in the event of a child going missing**

#### **If a child goes missing from the school:**

- Members of staff will carry out a thorough search of the building and grounds.
- The registers, and the late register, will be checked to make sure no other child has also gone missing.
- Doors and gates will be checked to see if there has been a breach of security, whereby a child could wander out onto the fields/playgrounds, or further afield.
- A member of the senior leadership team will talk to staff to establish what happened.
- ***If the child is not found within twenty minutes of their absence being noted, their parents will be contacted and, if the child is not found to be in their care, the matter will be reported to the police.***

#### **If a child goes missing on an educational visit (which their parent is not attending):**

- As soon as the absence is noted, staff will ask all children to muster with their designated group leader and will carry out a headcount, to ensure that no other child has gone astray.
- One member of staff will search the immediate vicinity (in an indoor venue, school staff will contact the venue's own security staff who will handle the search).
- If the child is not found within ten minutes, staff will contact the police and report the child as missing.
- The Headteacher will be informed and will make their way to the venue to aid the search, support the staff and be the point of contact for the police.
- Before departing for the venue, the Headteacher will contact the child's parents/carers, who will be asked to make their way to the school or venue, as agreed with the Headteacher.
- The staff will take the remaining children back to school.

## **The investigation**

- The head teacher will carry out a full investigation, taking written statements from all staff present at the time (or who were attending the educational visit).
- The key person/staff member will write an incident report detailing:
  - the date and time of the report
  - what staff/ children were present;
  - when the child was last seen;
  - what has taken place since then;
  - the time it is estimated that the child went missing.
- A conclusion will be drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including the interviewing of staff.
- Social Care may be involved if it seems likely that there is a Child Protection issue to address.
- The incident will be recorded in the Health and Safety Log.
- The local authority Health and Safety officer may want to investigate and will decide if there is a case for prosecution.

## **Monitoring and review**

Monitoring this policy is the role of the Headteacher and the Safeguarding Governor, who will liaise with the Headteacher before reporting to the Governing Body.

The Headteacher implements this policy, and ensures that all staff are aware of the details of the policy as it applies to them.

## **Policy Review**

This policy will be reviewed every three years by the Premises and Health & Safety Committee.