



HALSTEAD ST ANDREW'S
SCHOOL

MISSING CHILD POLICY

Compiled by: J Spooner/ L Spooner	Policy version date: August 2023
Approved by:	Next review date: September 2024

This policy is for all pupils including those in the in the EYFS. It is available on the school website, as stated in the Revised EYFS Framework, September 2023 (3.74)

The welfare of pupils is paramount. The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise. The purpose of this policy statement is to give all staff a clear understanding of how to respond and who to inform should they discover a child is missing.

The aims of this policy are to:

- Provide a clear procedure which is understood and effectively implemented by staff
- Enable the missing child to be located as quickly as possible
- To remind staff that a child can go missing at any time of the day

Staff are to ensure formal registration is taken in the morning and afternoon and that staff maintain the appropriate high level of supervision throughout the day and are always aware of the location of the children in their care.

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by **9.30am, (9.45am in the Nursery)** if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity including any child who may have gone missing on the way to school.

School policies relating to health and safety and welfare, if strictly adhered to, should prevent a child going missing during the school day. However, should a child become lost, the following action will be taken:

Lost at school

1. Alert the Head of Pre-Prep, the Head and/or Deputy Heads as appropriate, who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding.
2. The school office will be contacted and a member of the administration team will check the signing out book to establish whether the child has been legitimately collected from school.
3. Ensuring all other children are present and adequately supervised, a search of the area inside and outside will take place. Staff should remain calm and take the school Walkie-talkies or mobile phones to maintain communication.
4. If the child's home is within walking distance, a member of staff will set out on foot to check the home address.
5. If the child cannot be found within fifteen minutes, then the parents must be contacted. If the child's whereabouts is still not known, then the police must be contacted.
6. If the search moves to this level, the Disaster Recovery procedure should be invoked. Meanwhile the office will make available a photograph of the child (from database) and their description.
7. Staff should continue to search, opening the area, staying connected via walkie-talkies or mobile phone. When found the child must be comforted and reassured.

Lost on an outing

Staff must implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy.

1. If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count.
2. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
3. Another member of staff should alert the management/security services of the organisation being visited and the School Office to let them know the situation.
4. Children on the visit should be asked for any relevant information if appropriate.
5. If the child is not found after fifteen minutes the police will be called and the School will alert the parents.
6. Staff will co-operate with the police and take any action as directed by them.
7. The Head will ring the child's parents and inform them of the steps that have been taken.

Pupil removed from school premises by an unapproved adult

No child is allowed to leave the school site with an adult, other than a parent, without permission being received from a parent either by telephone or email. This rule must be rigorously enforced. In cases where a parent is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent.

If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed. Measures in place to ensure a child does not go missing include:

- Information to staff about challenging unknown persons on the premises.
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's badge
- Boundary security regularly checked by health and safety and maintenance teams.
- Appropriate supervision of children.
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken.
- Collection policy for children.

Following up any incident of a missing pupil

When the situation has been resolved, the Headteacher and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.

- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils.

Any report must contain the following information: time, place, numbers of staff and children, when the child was last seen. What appeared to have happened, the purpose of the outing, the length of time the child was missing, actions put in place (if necessary) to prevent a recurrence.

- If the incident requires reporting to Ofsted/ISI or Surrey Children's Services (C-SPA 0300 470 9100), in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Health and Safety Committee meeting. SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.