



Missing Child Policy

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

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, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Head of Pre-Prep or the Deputy Head or the Head of Pre-Prep
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide

If the child is still missing, the following steps would be taken:

- Inform the Headmaster
- Fire Alarm sounded and whole school register taken
- The Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Deputy Head would arrange for all available staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Child Protection Officer would inform the Local Children Safeguarding Board
- The school would co-operate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- The Insurers would be informed

If the child is still missing after 30 minutes, the Headmaster would telephone the police. It needs to be made clear however, that this timing would be fluid and might be changed as appropriate depending on the situation or individual child concerned.

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

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- Inform the Headmaster by mobile phone
- Contact the venue Manager and arrange a search, retracing the day's route. Supervision of other pupils to be maintained at correct ratio at all times.
- Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once
- Contact the Police
- The Child Protection Officer would inform the Local Children Safeguarding Board
- The school would co-operate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- The Insurers would be informed

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

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child
- Inform Headmaster
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will launch a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, 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 and how s/he appeared to have gone missing, lessons for the future.