

# 1. MISSING CHILD POLICY

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This policy is for the care of children in all classes (including the EYFS; Reception Class). This policy has due regard to KCSIE 2018. This policy also has due regard to the terms of the Equality Act 2010 and guidance provided by the Equality and Human Rights Commission as to its implementation in school.

## IF A CHILD GOES MISSING FROM THE SCHOOL SITE

1. The missing child will be reported to a member of staff and the Head and Class Teacher will then be informed.
2. The class register is checked to make sure no other child has also gone missing.
3. The teacher in charge of the class will arrange for an initial search of the building, playground and Music Room calmly and without panic. A search will be made of likely locations within the school.
4. Outside doors are checked to see if there has been a breach of security whereby a pupil may have wandered out.
5. The Head or appropriate Deputy Head talks to staff and pupils to establish what happened, where, when and with whom and in what frame of mind the child was last seen.
6. The Head or Deputy Head is then informed and consulted before any further action is taken.
7. Another thorough search of the school site is then made. Staff are delegated to thoroughly search the school premises.
8. If the child is not found the parent or guardians are contacted. Care and forethought will be needed so as not to alarm parents unduly. They do need to be informed as the child may contact them directly.
9. Local police are contacted and the missing child is reported. It must be emphasised to the police that it is a child who is missing.
10. The school has 4 CCTV cameras at the main entry points. These record and display on TV screens 3 school offices which may assist an investigation.

## IF A CHILD GOES MISSING FROM AN OUTING

1. Where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed.
2. The Group Leader must always carry an accurate list of names so that a missing pupil is quickly identified.
3. As soon as it is noticed that a pupil is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone missing.
4. One member staff searches the immediate vicinity but does not search beyond that. They should not search for more than 15-20 minutes before enlisting extra/professional help. It is important that the rest of the group is adequately supervised at all times.
5. The Group Leader establishes when, where and with whom the child was last seen, and in what frame of mind.
6. In an indoor venue, the Group Leader should contact the venue's security who will handle the search and contact the police if the child is not found.
7. The Group Leader must report a missing pupil by telephone to the school and Head as soon as possible.
8. The Group Leader must decide whether the party should wait longer, go on or go back but never split the group. Only adults should go for help, remain behind to search, accompany casualties to hospital.
9. The Group Leader should contact the Head who may contact the child's parents.
10. The Group Leader contacts the police, using a mobile phone, and reports the child as missing.
11. Do not under any circumstances allow any group member to make any statements to the media. Refer them to the school.

## THE INVESTIGATION

*The Head carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.*

The Group Leader and key staff write an incident report detailing:

- 1.** The date and time of the report;
- 2.** What staff/ children were in the group/outing;
- 3.** When the child was last seen in the group/outing;
- 4.** What has taken place in the group/outing since then; and
- 5.** The time it is estimated that the child went missing.
- 6.** A conclusion is drawn as to how the breach of security happened.
- 7.** 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 interviewing the staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- 8.** The incident is reported under RIDDOR (<http://www.hse.gov.uk/riddor/>) arrangements and is recorded in the incident/accident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- 9.** The Proprietor is informed.
- 10.** The Insurance Department is informed.
- 11.** Ofsted/IAPS may be informed, if appropriate.

## NON-COLLECTION AT THE END OF THE SCHOOL DAY

If a child has not been collected at the end of the school day the parent/carer will be telephoned and the child will be supervised in Homework Club until they arrive to collect them. There is a member of staff on duty each evening who supervises the children in homework club. If the child is very young (e.g. in the Early Years), the Class Teacher and/or Teaching Assistant may take the child back to their classroom so that they feel happy and comfortable while we wait for the parent to arrive. If the parents/guardians of a child who has not been collected can still not be contacted by 6pm then the member of staff on duty must then call the Head and she will decide what action will be taken. Action taken might include contacting the child's given emergency contact, the local Police or Social Services if the concern is serious.



CAMERON VALE SCHOOL  
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