



5.1 App3

MISSING CHILD POLICY

This policy is written with reference to the DfE documents:

- Children Missing in Education (Sept 2016)

Actions taken if a child goes missing:

1. In the event of the absence of a pupil who was registered present in the morning or afternoon, a member of the Senior Leadership Team will be informed and they will co-ordinate the search.
2. A check will be made of the classroom in which that pupil is expected and other ad hoc areas such as: ICT; sports facilities; music; wellbeing; matron; dance and drama rooms.
3. If that is unsuccessful a comprehensive wider school search of the school grounds and buildings, this search should not last more than 30 minutes. Discreet questioning will take place of children to establish when and where the missing child was last seen.

Those involved are likely to be SLT, Matrons, free staff. Mobiles phones or walkie-talkies will be used as a means to communicate between the groups. A time and a place of conclusion will be previously agreed. The search will be stopped at any stage if the child is found.

4. After 30 minutes, the fire bell will be rung, if the child remains absent, and a full school registration taken.

5. If child remains missing after the 'fire registration', the Head (or whoever is in charge of the school) will contact the Police and the child's parents. The DSL will inform the North Somerset Safeguarding Lead.

6. From this stage, the Crisis Management Policy will apply (see Health and Safety manual).

7. A written record will be made in the Pupil Management File. This should state the details and timings, the outcome and the reasons why the child was missing. This will be signed and dated by the Head or a member of the Leadership Group.

Actions to be followed when a child is found:

1. The most appropriate member of staff will be allocated to talk to and comfort the child.

2. A talk/assembly will be delivered to the children to ensure they understand why they need to tell someone where they are to keep safe.

3. Information will be delivered to parents and an investigation will follow including statements from staff.

4. Points should be noted for the future to ensure this risk is minimised.

Actions to be followed if a child goes missing on a school trip:

1. If it is established that a child is missing, all remaining children will be accounted for and kept supervised in a safe space.

2. 'Available' adults (including venue manager/host school teachers) will search the immediate area for no more than 30 minutes.

3. The Head will be informed who will contact the parents who may go to the venue or the school.

4. As necessary the Police will be contacted, also the DSL to inform the Local Children's Safeguarding Board.

5. At such time the other children will return to school. The Chairman of Governors will be informed and the school's insurers will be informed.

6. If a child is injured a report made under RIDDOR is sent to the Health and Safety Executive.

Actions to be followed when the above child is found:

1. The most appropriate member of staff to talk to and comfort the child.

2. A talk/assembly delivered to the children to ensure they understand why they need to stay with their group and group leader and keep safe.
3. Information will be delivered to parents and an investigation will follow including statements from staff.
4. Points should be noted for the future to ensure this risk is minimised. Media inquiries should be referred to the Head.

Actions to be followed when a child is not collected at the end of the day:

1. Contact parent or main carer by telephone, if neither is available use any other emergency numbers held on SIMS for that child.
2. During this time the child will be cared for and kept safe. The Head or a member of the Leadership team should be informed.
3. At their discretion and relative to the time of absence, the Head (or in their absence, a member of the Leadership team will contact social services and/or police).
4. The school will make a written report of the timeline of events. The school will continue to look after the child until either one of the designated people collects the child or Social Care take the child into their care.
5. The DSL will keep a record of any such events for future reference. If a pupil is injured a report made under RIDDOR is sent to the Health and Safety Executive.

Missing Children and Safeguarding:

The school is aware that a child who runs away or goes missing from an education setting can be a potential indicator of abuse and neglect. We have in place appropriate safeguarding responses to children who go missing from education settings, particularly on repeat occasions, to help identify any risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future. Alongside informing the Social Services, a risk assessment maybe undertaken in connection with high levels of absence.

This policy and associated procedures is monitored by a member of the Leadership Team. Monitoring is generally ongoing but at least termly. Evaluation is made by the Education Committee each term.

See Child Protection and Safeguarding Policy.

This policy was updated on	Signed on behalf of the School	Date for review
<i>03/06/24</i>	<i>O Elliott</i>	<i>19/12/24</i>