

The Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

Missing Child

RATIONALE

Children should never be allowed to leave the premises during school time without the permission of Senior Leaders. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

We work hard to ensure that Article 3 of the United Nations Convention on the Rights of the Child is achieved in that, the interests of the child should be a top priority at all times. We work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

PURPOSE

1. To ensure that security procedures are in place to deal with the unlikely event of a missing child.
2. To locate any missing child quickly.
3. To ensure that all children are kept safely on the school premises during school hours unless they have permission to leave.
4. To ensure that children who leave school during the school day, do so with the permission of senior leaders and that they are accompanied by an authorised adult.
5. To ensure that the building, grounds and play areas are safe and secure during school hours.
6. To ensure that teachers and staff keep children under good supervision at all times.
7. To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

BROAD GUIDELINES

1. If a child cannot be found by a teacher the Executive Head teacher must be notified **immediately and told when and where the child was last seen.** Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff and all available staff will conduct a thorough search of the child's classroom, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time (this will be determined by the most senior member of staff) the police must be called by the Executive Headteacher (Deputyhead in her absence).
4. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found the police must be called and then the Executive Headteacher notified.
5. As soon as possible, the parents will be notified that their child is missing.
6. Members of staff, who are not supervising children, will be sent to search area in the immediate vicinity of the school.
7. If a member of staff finds the child the Executive Headteacher must be told at once. Parents, Police and social care will be notified.
8. The Executive Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

In the event of a child has gone missing off-site:

1. Inform the party leader
2. Search the area
3. Inform the police and the Executive Headteacher
4. Notify the school
5. When the child is found review security procedures

CONCLUSION

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Policy reviewed Sept 2024