

Missing Child Policy

Sancton Wood School

1 Policy statement

- 1.1 **Scope:** This policy applies to staff (including volunteers), pupils and parents of the School and may be read in conjunction with the Child Protection Policy. The procedures in this policy may be adapted as necessary. The Head and the Deputy Head have a wide discretion in relation to the procedures in this policy.
- 1.2 **Publication:** This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the School or review the policy on the School website.
- 1.3 **Policy aims:** Through the operation of this policy we aim to:
- 1.3.1 protect the health and safety of pupils at the School;
 - 1.3.2 ensure that School staff know how to respond if a boarder goes missing.

2 Responsibility

- 2.1 The proprietor delegates appropriate responsibilities for the day to day management of the School to the Head. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head and Senior Management Team. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the child's form teacher without delay.

3 Procedure for child missing during the School day

- 3.1 If a member of staff notes that a pupil is missing during the School day, he / she should contact Reception / the Registrar immediately.
- 3.2 Reception / the Registrar will then:
- 3.2.1 check whether there is a legitimate reason for the child's disappearance, e.g. early collection by a parent for an appointment
 - 3.2.2 check the child's timetable for that day (where relevant)
 - 3.2.3 ring the School medical officer to check whether the pupil has reported sick or has an appointment
 - 3.2.4 check with all departments where the child may be having an extra lesson
 - 3.2.5 ring the Library in case the child is there.
- 3.3 If the child cannot be found following the above investigation, the child's form teacher will notify the Deputy Head, or in his / her absence, the senior member of staff on duty. The form teacher will conduct an initial search using assistance from Reception / the Registrar, with involvement from the Deputy Head or senior member of staff on duty as required. The Head will be kept informed by the Deputy Head or senior member of staff on duty.
- 3.4 As part of the initial search process, the child's friends and classmates will be asked if they have any knowledge of the missing child's whereabouts and searches will be carried out both inside and outside the building.
- 3.5 If the pupil is not found after the initial search (usually within 10 minutes), the Deputy Head or senior member of staff on duty will ring Reception to register the child as missing together with any suggestions as to where the child might be based on information gained from speaking to staff and other pupils. The Deputy Head or senior member of staff on duty will:

- 3.5.1 contact the child's parents (note that all decisions on contacting parents should be made by the Deputy Head or senior member of staff on duty)
 - 3.5.2 report the situation to the Head.
 - 3.6 The Deputy Head will then contact the police and any other outside agency after consultation with the parents (where appropriate). The police will be provided with the information listed in section 6, as well as any other information reasonably requested by the police.
- 4 Procedure for child missing from Baby Unicorns or Unicorns Nursery**
- 4.1 In the unlikely event of a child going missing within/from Baby Unicorns the following procedure will be implemented immediately.
 - 4.2 All staff will be informed and an immediate thorough search of the nursery will be made. Checking toilets, cupboards and sheds, followed by a search of the car park and surrounding area. Ensuring that all other children remain supervised throughout.
 - 4.3 A staff member will notify the school office, who will in turn ensure that the Head Master has been informed whilst other staff continue searching.
 - 4.4 A member of staff will be sent out to search the surrounding roads. While the initial search is made the manager will make enquiries of all adults at the nursery to establish the last sighting and time, what clothes the child was wearing and the state of the child, [happy, upset etc.]
 - 4.5 If the child has not been accounted for, the Police will be contacted and the manager will contact the parents/carers of the missing child. [They will be asked to come to the nursery using the normal route the child would take.]
 - 4.6 During this period staff will be continually searching for the missing child. Whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
 - 4.7 The manager and other Senior Management staff will meet with the Police and parents/carers and will take instructions from the police.
 - 4.8 Telephone lines will remain as free as possible so that messages are not delayed.
 - 4.9 The nursery activities for the remaining children will continue as normal.
 - 4.10 Any incidents will be recorded in writing
 - 4.11 Ofsted will be contacted and informed of any incidents.

5 Procedure for child missing off-site

- 5.1 If a child is missing during an educational visit, the following procedure will be followed:
- 5.1.1 a roll call will be taken
 - 5.1.2 staff will maintain the safety and well-being of other children
 - 5.1.3 the security of the venue will be informed, where relevant
 - 5.1.4 the group leader will contact the Head, or Deputy Head in the Head's absence
 - 5.1.5 at least one member of staff will search the immediate vicinity
- 5.2 If the child is not found after 10 minutes:
- 5.2.1 the police will be called and provided with the information set out in section 6 below
 - 5.2.2 the Head, or Deputy Head in his / her absence, will contact the parents of the missing child.

6 Information to be provided to the Police

- 6.1 When the School contacts the Police, the following information should be provided:
- 6.1.1 the pupil's name
 - 6.1.2 the pupil's age
 - 6.1.3 an up to date photograph if possible
 - 6.1.4 the pupil's height, physical description and any physical peculiarities
 - 6.1.5 any disability, learning difficulty or special educational needs that the pupil may have
 - 6.1.6 the pupil's home address and telephone number
 - 6.1.7 a description of the clothing the pupil is thought to be wearing.
- 6.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

7 Review

- 7.1 This policy shall be reviewed every two years by the Head, and updated as necessary. In undertaking the review the Head will take into account any incidents in the Missing Boarder Incident Book that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

8 Record and review

- 8.1 The School must keep a full written record of any incident of a missing child including:

- 8.1.1 the child's name
 - 8.1.2 relevant dates and times (e.g. when it was first noticed that the child was missing)
 - 8.1.3 the action taken to find the child
 - 8.1.4 whether the police or any other external agency were involved
 - 8.1.5 outcome or resolution of the incident
 - 8.1.6 any reasons given by the child for being missing
 - 8.1.7 any concerns or complaints about the handling of the incident
 - 8.1.8 a record of the staff involved.
- 8.2 A full written record of the incident will be kept on the child's file.
- 8.3 This policy shall be reviewed following any incident involving a missing child and updated as necessary taking into account the particular circumstances and any issues raised by members of staff, parents and pupils.

Authorised by	Tommy MacDonald Milner
Date	01/09/15

Effective date of the policy	01/09/15
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