



Covingham Park Primary School Missing Child Policy

Our vision is to provide every child with an outstanding start to their education which will equip them with the necessary skills to meet future changes and challenges throughout their life

Date Written:

Authors: Governors

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Next Review Date: Summer 2021

What to do if a child cannot be found.

1. If a child cannot be found by their teacher/support worker/ lunchtime supervisor, the headteacher (or most senior member of staff) and the business manager of school office 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. Classmates and friends should be asked of the child's whereabouts and any relevant information noted. Also, where and when the child was last seen.
3. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
4. If the child is not found within a short period of time, the parents/carers or next contact must be called. If it is not possible to contact, the police must be called by the headteacher, business manager or staff member.
5. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
6. 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 staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the headteacher notified. If in an enclosed space the appropriate staff in that environment can be initially informed before calling the police, for instance to give a message over the tannoy. As soon as possible, the parents will be notified that their child is missing.
7. If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
8. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.
9. The headteacher will report to governors on the incident and the outcome.

What to do if a child makes a successful attempt to leave the school premises

To prevent a child leaving the school site, staff should address and de-escalate/intervene with known 'triggers' that may lead to a child leaving site (eg a disagreement with other children, a family problem that may be upsetting a child)

If a child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Head Teacher where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed.

OUTCOMES

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 at every appropriate point.

This policy should be read alongside:

- Child protection policy
- Health and Safety Policy
- Staff Handbook
- Site Security Policy