Stillness Junior School

Child Missing On or Off site Policy

Date of Policy:	February 2022	Approved by:
Renewal Date:	February 2025	Children, Families and Community

Statement of Intent

The safety of pupils is paramount, and is given the highest priority at all times both on and off the school premises.

Every attempt is made to ensure that the security of pupils is maintained at all times throughout the school day through the rigorous implementation of the school's:

- Registration procedures (completed at 8.50am and 1.35pm)
- Pupil absence monitoring procedures (including "first-day absence" calls)
- Entrance/exit procedures at the beginning and end of the school day
- Educational Visits Policy
- Child Protection/Safeguarding Policies and Procedures.

Missing Child

If at any time during the school day a child is noticed as missing the following procedure will take place:

1. As soon as it is noticed that a child is missing, staff will alert the office immediately (give the name and year group of the child).
2. The office will inform the Headteacher/Deputy Headteacher immediately and issue "Rooms Check List".
3. Member of the office to call the infant school.
4. When these lists are returned and child is not accounted for Headteacher to call Police, Chair of Governor, LA (in her absence office staff will make these calls.
5. Office staff to call parents/carers.
6. Premises Manager to check the CCTV.
7. Class teacher to talk to the class and friends to gather further information.

The police will want to know:

- Where you are.
- The name of the child.
- The next of kin of the child.
- A detailed description of the child (going from head to toe, clothing etc)
- When they were first noticed missing.
- When and where they were last seen.
- Circumstances of the disappearance (any trigger, arguments etc).
- Who is looking for the child at the moment, where they are and their mobile phone number.

When the police arrive they will co-ordinate the search and staff will comply fully with their instructions; staff should continue to search unless instructed by police to stop.

Follow up to the Incident

- When the child is found their needs and those of the parent/carer are paramount. Emotions are likely to be running high, and this should be considered when trying to establish what happened immediately before the child left the school premises.

- It should be established whether the child is injured or has been harmed in any way, and the appropriate action taken.

- After the search there will be a need to meet with staff to re-assure them and to take the opportunity to de-brief.

- An incident report should be completed by the staff member and logged on CPOMS.

- The Headteacher will inform the Chair of Governors and any other relevant body as appropriate.

- A Risk Assessment review will take place in the area from which the child went missing as soon as possible, and no longer than 3 days after the event. Any identified security improvements should be put in place a soon as possible.

- A meeting should be held with both the parents/carer and the child to establish how the incident occurred, and what actions or support will be necessary to prevent such an incident from happening again in the future. If required the Learning mentor.

This may include:

- Pupil Support with the involvement of the Inclusion Leader/SENCo, other staff member or identified professional.
- An individual "Passport" being reviewed or put in place. A behaviour or learning support plan being reviewed or put in place.
- A "check-in" system being established with a member of the Inclusion Team.
- Potential referral to an external agency where the pupil's safety, mental or emotional health and well-being are felt to be at risk.
- A sanction being applied in line with the school's Management of Learning Policy, if appropriate.

The incident should be discussed at the next staff meeting and any recommendations for improvements in the procedure should be made to the Governing Body.

2. <u>Missing Child (Off-Site School Visits)</u>

If a child goes missing from an educational school trip, the following procedure applies:

- As soon as it is noticed that a child is missing, staff must inform the group leader. They will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- The group leader will search the immediate vicinity, including the toilets, but does not search beyond that. They will contact venue to alert them of the situation.
- The group leader will contact the police using the school mobile phone and report the child as missing.
- The group leader to inform the Headteacher who will then liaise with the police, inform the local authority and contact the family.
- If appropriate, the Headteacher may make their way to the venue to aid the search and be the point of contact for the police as well as support staff.

- In an indoor venue, the group leader to contact the venue's security staff who will handle the search and contact the police if the child is not found.

Investigation following the safe recovery of the child

- The Headteacher, with the support of the police if appropriate, carries out a full investigation taking written statements from all the staff present at the time.
- An Incident Log Sheet (Appendix 1 attached) should be completed and return to the Headteacher detailing:

1. The date and time of the report
2. Staff/children were in the group
3. When the child was last seen in the group
4. What has taken place in the group since then
5. The time it is estimated that the child went missing
6. Any other relevant details, including the recovery of the child
7. A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.
- The incident is reported to the LA.

3. Missing Child from Parental Care

At busy times of the day and during family events at school children occasionally go missing from the care of their parents/carers.

In order to try to ensure that the child is found quickly and safely the above procedures will still apply.

4. Arrangements at the end of After School Clubs

Every After School Club will have a register of children attending.

Unless permissions have been obtained in writing to the contrary, all pupils will be handed over to their parents at the end of the club by a member of the club staff.

APPENDIX 1

Name of Staff Member Completing Form…….

Date……..

The date and time of the report	
Staff/children were in the group	
When the child was last seen in the group	
What has taken place in the group since then	
The time it is estimated that the child went missing	
Any other relevant details, including the recovery of the child	
A conclusion is drawn as to how the breach of security happened.	