



*"Inspiring a love of lifelong learning"*

## **Missing / Lost Child Policy**

**Policy date: June 2024**

**Review date: June 2026**

Learning at Charville is underpinned by our Core Values

Respect

Independence

Self-belief

Honesty

Caring

Determination

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## **1. Scope**

This policy is to support all staff in the event of a missing child and outlines our procedures.

## **2. Aim**

To provide clear guidance to all staff in the event of a child going missing.

## **3. Procedure to minimise the risk of a child going missing on the premises**

- A register must be taken at the beginning of each session (morning and afternoon)
- The register and the number of children must be updated when a child arrives late or goes home early
- Pupil numbers are recorded on a board in the classroom. These are updated throughout the day, where appropriate.

## **4. Procedures in the event that a child is thought to be missing:**

- Staff will remain calm and not convey anxieties
- Main reception and car park gates will be secured as all external gates are locked
- Establish the identity of the child
- Check with other staff and check whether the child has been collected early / seen in school or taken elsewhere on site
- Maintain the safety of the other children
- Report the incident to the Headteacher / Deputy Headteachers and provide a full description
- Make a thorough search of the key areas where the child could be including: the toilets, cloakroom, outside areas and in the other classrooms
- Following the thorough search, we would sound the fire alarm and evacuate in the attempt that if the child is hiding, they would know to evacuate
- A thorough search of the whole site will take place
- The Headteacher / Deputy Headteachers (or Assistant Headteacher) will contact the parent/carer and the police/other agencies
- The Headteacher / Deputy Headteachers will be responsible for informing the Governors
- The Headteacher / Deputy Headteachers will inform the LADO and any other relevant agency.

### **4.1 Procedures when a child is seen to leave the school site**

- If a child exits school and leaves the site, staff will follow but not intervene unless the child is at risk of immediate danger, then reasonable force will be used to keep the child safe
- The Headteacher / Deputy Headteachers will contact police (999) and parents/carers and note the time.

## **5. Procedures to minimise the risk of a child going missing on a trip/visit**

- Prior to the visit/trip a pre-visit should take place if it is the first time the school has visited the site. Where a visit is made regularly, risk should be reassessed in light of current plans. An additional pre-visit should be considered where required to support with the planning for individual pupil needs. It is the responsibility of the visit organiser to carry out a pre-visit
- The risk assessment will be signed by the Headteacher or a Deputy Headteacher in her absence
- Any children who have 1:1 support will be identified on the risk assessment and appropriate control measures will be put in place
- Children who have been identified by the school to be a high risk when on a trip/visit will have an individual risk assessment which forms part of the trip/visit risk assessment. Where appropriate an emergency profile page will be in place.

## **6. Procedures in the event that a child is thought to go missing on a trip/visit**

- Inform the manager/person in charge of the location/attraction/venue
- Undertake a search of the immediate area
- Ensure the safety of other group members. Divide the staff available between those who will attend to the rest of the group, and those who will search, if appropriate, for the missing child
- Inform the police and the Headteacher / Deputy Headteachers
- The senior leaders on school site will then be responsible for informing relatives and other relevant agencies.

## **7. Equal Opportunities**

This policy will be applied equally to all pupils in line with our Equalities Policy.

## **8. Related Policies**

- Safeguarding
- Child Protection

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**Approved by:** FGB

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