



MISSING CHILD POLICY

This Policy includes the Junior School and Senior School

The safety of Moorland School Children safety is maintained as the highest priority at all times at all times both on and off the premises. The aims of the Missing Child Policy are as follows:

- To ensure the safety of all pupils
- To ensure that we are able to find any child that goes missing either in School or on an activity outside School as quickly and efficiently as possible.
- To communicate effectively and to an appropriate timescale with everyone concerned.
- To follow up incidents and to review procedures accordingly.

Procedures

Child Missing from School Site

The class teacher or member of staff involved will immediately inform the Headteacher/Assistant Headteacher & School Office when a child goes missing. The following actions will then be initiated, many of them concurrently:

- The Headteacher/Assistant Headteacher will talk to the staff to establish what has happened;
- The Headteacher/Assistant Headteacher and other staff will organise a thorough search of the building and grounds, bearing in mind the safety, supervision and security of the other children
- In Junior School, doors will be checked to ensure that the pupil could not have left the secure site. If there is reason to believe they could have left the site, the Police will be notified immediately.
- Registers will be taken to ensure no other pupils are missing.
- Staff should keep calm and not let the other children become anxious or worried.
- Information may be gathered from witnesses if the child has absconded.
- Should the child remain unaccounted for once immediate checks have taken place, the Headteacher/Assistant Headteacher will contact parents.
- If the parents are unable to locate or contact their child immediately, the Headteacher or Assistant Headteacher will contact the Police.
- The search will be continued, opening up the area keeping in touch with mobile phones and school radios.
- When the situation has been resolved members of staff should review the reasons for it happening, document the incident and ensure measures are taken to ensure it does not happen again.

Child missing from visit/trip/sports fixture

- As soon as it is noticed that a child is missing, the Party Leader should ask children to stand with their Group Leader and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that point.
- Staff should keep calm and not let the other children become anxious or worried.
- The Headteacher/Assistant Headteacher is contacted immediately and the incident is reported.

- The Headteacher/ Assistant Headteacher contacts the police and reports the child as missing. Contact details for the Party Leader (mobile phone number) will be passed on to the police.
- The Headteacher/ Assistant Headteacher contacts the parent, who should make their way to the school at an appropriate time.
- In an indoor venue, the Party Leader must contact the venue's security who will handle the search and contact the police if the child is not found.
- The Party Leader may be advised by the police to stay at the venue until they arrive.

Investigation

Whether the incident occurs at School or on a trip, the member of staff directly involved will, once the child has been found, write a report detailing.

- The date and time when it happened
- What staff were present
- When and where the child was last seen
- What was taking place at the time
- Estimate of time when the child went missing

A copy of this report needs to be forwarded to the Headteacher and Assistant Headteacher for inclusion in the accident book. If necessary, the incident is reported under RIDDOR arrangements.

Any resulting child protection issues must be referred to the Designated Senior Member of Staff.

If the incident warrants a police investigation, all staff must cooperate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.

In the event that disciplinary action is required, Ofsted and the ISI will be informed.

The insurance provider is informed.

Managing People

The other children will be sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer the children's questions honestly but also reassure them.

Depending on the final outcome, staff may need counselling and support. If the child is not found, or is injured, or worse, this will be a difficult time. The proprietor will use their discretion to decide what action to take.

Staff must not discuss any missing child with the press.

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try and keep everyone as calm as possible. Staff may be the understandable target of parental anger and they may be afraid. The Headteacher/Business Manager needs to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.

Reviewed by Deborah Frost, September 2020

Next Review Date: September 2021