



Title	Author	Approved		Review Date
Missing Child Policy	F Loftus	Latest Update: Trust Meeting	Feb 2018	Feb 2021

To be reviewed at least every 3 years or as required

Missing Child Policy

Policy

In the event of a child becoming lost, while in the care of the school, the school will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

If a child goes missing from A Trust School

- The person in charge will carry out a thorough search of all rooms in the building and outdoor area.
- A member of staff will ring the bell and gather the children into relevant groups. The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened.
- If the child is not found the parent is contacted and the missing child is reported to the police.
- If the child lives within walking distance of the school, one adult should make the journey on foot to check that the child is not walking home.

If a child goes missing from an outing where parents are not attending and, therefore not responsible for their own child, the setting ensures that there is a procedure that is followed.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person 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.
- Staff take the remaining children back to the setting if the trip is within walking distance.
- Staff contact the school who in turn contact the parents and the police to report the child as missing.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The Headteacher is also informed immediately.



When the child is found

- A member of staff will care for and talk with the child about what has happened and provide comfort if necessary.
- The other adults present will speak to the remaining children to ensure that they understand that they **must not** leave the group and why.

The Investigation

- The Headteacher, assisted by the staff, carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The group leader writes an incident report detailing:
 - the date and time of the report;
 - what staff/ children were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- 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. Social Services may be involved if it seems likely that there is a child protection issue to address.

Follow Up

- The school will notify the CEO of the Trust of the incident and explain what procedures have been put in place to try to prevent a reoccurrence.