Pool House Community Primary School

Missing Child Policy

The policy covers pupils who go missing during the school day.

OVERVIEW

Children should never be allowed to leave the premises during school time except for an appointment, with parental permission or as part of a class activity. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the headteacher's permission to leave.
3. To ensure that children who leave school during the school day only do so
with the headteacher's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

STRATEGIES

1. If a child cannot be found by their teacher/support worker/ lunchtime supervisor, the headteacher 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. 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.
3. If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. 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.
6. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
7. The LA will be notified by the headteacher that a child is missing.
8. If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
9. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

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 and the authorities at every appropriate point.

June 26