



**Greenmount Primary School**

# **MISSING CHILD POLICY**

**June 2019**

**Together, we nurture the future**

## 1 Document Information

<b>Title:</b>	<b>Missing Child Policy</b>
<b>Status:</b>	<b>Final</b>
<b>Current Version:</b>	V 1.1
<b>Author(s):</b>	Richard May, Headteacher
<b>Approving Committee:</b>	Full Governing Body
<b>Approved by:</b>	Steven Vaughan, Chair of Governors
<b>Approval Date:</b>	11 <sup>th</sup> June 2019
<b>Review Frequency:</b>	Every three years
<b>Next Review</b>	Autumn Term 2022 (First Half)

Version History		
Version	Date	Description
1.0	Autumn 2010	Initial version
1.1	June 2019	Review with minor updates

## 2 Contents

1	Document Information.....	2
2	Contents .....	2
3	Statement of Policy .....	2
4	EYFS - key themes and commitments .....	<b>Error! Bookmark not defined.</b>
5	Procedures.....	3
5.1	Child unaccounted for on the premises .....	3
5.2	Child unaccounted for during off-site activity.....	3
5.3	The Investigation .....	3
6	Review .....	<b>Error! Bookmark not defined.</b>

## 3 Statement of Policy

Children's safety is maintained as the highest priority at Greenmount Primary and Pre School, both on and off premises. Every attempt is made to ensure the security of children at all times, through the strict monitoring of site security, registers and regular checks and through the rigorous application of off-site protocol. This policy should be read in conjunction with the school's Attendance Policy, which details the management of children's attendance.

In the unlikely event that a child cannot be accounted for, our missing child procedure is followed.

## **4 Procedures**

### **4.1 Child unaccounted for on the premises**

- a) As soon as staff become aware that a child does not appear to be present the head teacher/Deputy Head teacher is alerted
- b) The head teacher or delegated staff conduct a thorough search of the premises.
- c) The register is checked to ensure that the child was in attendance, and that no other children cannot be accounted for
- d) Doors and gates are checked to ensure there has been no breach of security whereby a child could leave the site unobserved
- e) If the child is not found, the parent is contacted and the Police are informed by the head teacher
- f) The head teacher talks to the staff to ascertain when and where the child was last seen and records this
- g) The governing body are informed of the incident and arrange to carry out an investigation.
- h) If appropriate, the Head teacher/Chair of the Governing Body will contact the Local Authority Designated Officer for Safeguarding

### **4.2 Child unaccounted for during off-site activity**

- a) As soon as staff become aware that a child does not appear to be present, staff ask the children to stand with their designated person and carry out a head count to ensure that the child is not present and that no other children are unaccounted for
- b) The home-base contact at the school is contacted immediately and the incident is reported
- c) The Police are contacted and the missing child reported
- d) The head teacher or delegated staff member contacts the parent/carer, who is asked to make their way to the school.
- e) Staff at the off-site activity return to school as quickly as possible with the remaining children
- f) In an indoor off-site venue, the staff should contact the venue security who will handle the premises search and contact the Police if the child is not found
- g) The head teacher talks to the staff to ascertain when and where the child was last seen and records this
- h) The governing body are informed of the incident and arrange to carry out an investigation
- i) If appropriate, the Head teacher/Chair of the Governing Body will contact the Local Authority Designated Officer for Safeguarding

### **4.3 The Investigation**

- a)** Staff keep calm and do not let the other children become anxious or worried
- b)** Immediately following the event, the Head teacher must establish the facts and record these verbatim, where possible.
- c)** Staff involved should be asked to write a statement as soon as is practicable following the event
- d)** If necessary, the Governing Body should seek advice on the steps and scope of investigation by contacting the schools Leadership and Learning Partner at HIAS
- e)** The Head teacher and staff involved must cooperate and support any subsequent investigation undertaken by the Governing Body or Local Authority Designated Officer
- f)** Parents/carers should be kept informed of the progress and outcome of any investigation