

**REDROOFS SCHOOL
MAIDENHEAD**

MISSING CHILD POLICY AND PROCEDURE 2017/18

Policy Statement

Children's safety and welfare are maintained as the highest priority at all times both on and off premises. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are designed to ensure that every child is supervised the whole of the time. Every attempt is made through carrying out the outings procedure and the collection procedure to ensure the security of children at all times. In the unlikely event of a child going missing our procedures are as follows.

Procedures

Should a child disappear from classes or school grounds, the following action would be taken by the staff:-

- Establish when the child had last been seen and where.
- Call all available staff who would be seconded to search, starting in that area.
- Check the doors and gates for signs of entry/exit or breach of security.
- A thorough search of the building and grounds will take place, checking all the places a child might hide.
- Inform the School Office, the Proprietor and Designated Safeguarding Lead (DSL).
- Office to initiate a fire practice drill to bring all pupils to one place – office to alert appropriate authorities that this is only a drill.
- Call all other available staff to join the search if the child does not come to the fire drill.
- If the child's home is in walking distance, send a member of staff on foot there.
- Inform parents/carers and the Police should the child not be found. Ask one of the parents to come to the school.
- DSL to inform LADO

N.B. Should a lost child be reported whilst 'off-site', then similar procedures would be implemented. A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to Be Followed By Staff Once the Child Is Found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident

- The Head will promise a full investigation (if appropriate involving Social Services /Local Children Safeguarding Board)
- Media queries should be referred to the Headteacher/Head of Business
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, (the purpose of the outing), the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

Procedures to Be Followed By Staff When a Child Is Not Collected On Time

If a child is not collected within 15 minutes of the agreed collection time, we will (usually the office) call the contact numbers for the parent or carers. If there is no answer, the office will begin to call the emergency numbers for this child. During this time, the child will be safely looked after in the after school club. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3 hour period, Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.

Missing Pupil Incident Form (Appendix 1)

These forms are located in the School Office.

Also refer to whole school Safeguarding and Risk assessment Policies

Appendix 1
Missing Pupil Procedures
Incident Form

Please print all information

Date:

Name of missing pupil

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Age

Address

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Contact telephone number

Emergency telephone number

Mobile number

Form Teacher

Form

Person reporting missing pupil.....

Time pupil was first missed

Place where pupil was last seen

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Apparent reason for disappearance, if known:

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Outcome

Pupil found by
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Date & Time

Full details of location
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Visual assessment of pupil's health and mental state
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Reaction of parent/guardian
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Information recorded by
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Signed/dated
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