



MISSING CHILD POLICY

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Record of Alterations

Version 1.0	Original
Version 1.1	Alterations
Version 1.2	None
Version 1.3	Alterations
Version 1.4	Alterations
Version 1.5	None
Version 1.4	None

Approved by Chris Sellers
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Procedures

The safety of pupils at The Mount School is paramount, and is given the highest priority at all times both on and off the school premises. The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

- Formal registration procedures (morning and afternoon).
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and School Journeys Policy.
- Staff undertake regular roll calls and head counts.

The above measures ensure that situations where a child could be lost are very limited. These are:

- Where a child wanders off on an off-site visit
- Where a child goes out of a door or gate left open on the school site
- Where a child is taken from the school site by an unapproved adult

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9:25 am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed. School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above occurring. However, should a child become lost, the following action will be taken:

Lost at School

If a child is missing from the school between 7:45 am and 6:00 pm the following procedures should occur:

Alert the Head Teacher / Deputy Head and the School Office immediately who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. A member of the school office staff will check the signing out book to establish whether the child has been legitimately collected from school.

The following checks, where possible, will be made by the School Office (where the class registers are held):

- Check register to ascertain whether the child is in school
- Check signing-out book
- Look at the class timetable



- Confirm that the registers are up to date and that there has been no change to sports venues or sports team members
- Check music timetables
- Check activity register
- Check games list

Once all the above have been checked, the Head Teacher or the Deputy Head Teacher will then co-ordinate the staff effort to carry out an internal search, checking all areas:

- Toilets
- Library
- Hall
- Cedar Annexe
- The Main School Building
- The trees / bushes and out-of-bounds areas

If the child is still missing, the external areas must be checked. All available staff, should be enlisted to help in this task.

If the child cannot be found within 10 minutes, then the police and parents must be informed. Meanwhile the office will make available a photograph of the child (from database) and their description.

Conduct a fire drill and take a roll-call.

Additional help to search a wider area will be sought, including all roads leading from the school looked at. It is important to check the address of the parents: the route to their home must be scoured more carefully. Staff should keep in touch via mobile phone (they may use their personal phone). If the child is found, all staff will follow these steps where appropriate:

- The child must be comforted and reassured when found
- Pupil found injured – call ambulance (999)
- Fatal outcome - call ambulance (999)

Pupil removed from school premises by unapproved adult

No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent either by telephone or email. **This rule must be rigorously enforced.**

In cases where a parent is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent.

If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.



Measures in place to ensure a child does not go missing include:

- Information to staff about challenging unknown persons on the premises
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's badge
- Boundary security regularly checked by health and safety and maintenance teams.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken
- Collection and non-collection policy for children
- Rigorous risk assessments for trips

Educational Visits

If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count.

- A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
- Another member of staff should alert the management/security services immediately of the organisation being visited and the School office to let them know the situation.
- Children on the visit should be asked for any relevant information if appropriate.
- If the child is not found after 10 minutes the police will be called and the School will alert the parents.

Staff will co-operate with the police and take any action as directed by them.

- Head Teacher to consider media management.
- On return to school follow relevant steps of 'Following up an incident'.

Following up an incident

When the situation has been resolved the Head Teacher and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site. Discussion, as appropriate with pupils.
- If the incident requires reporting to Ofsted / ISI, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Health and Safety Committee meeting.



- SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.