



Missing Child Policy

Pentland Infant and Nursery School puts a high emphasis on safeguarding children and ensuring that their time within school is happy, fulfilling and safe. All staff are vigilant to the needs of all children and everyone is responsible for ensuring every child is kept safe.

Aim:

The aim of this policy is to ensure that in the event of a child become missing in school or on an educational trip, everyone knows how to respond, with the ultimate aim of ensuring the child is found and safe as quickly as possible.

Child Missing on School Grounds:

When it becomes apparent that a child is missing from the school grounds, the following procedure must be put into action as soon as the fact is known:

- All staff within the area/group must be notified and asked to actively search for the child – indoors and outdoors.
- The school office and senior management team **MUST BE IMMEDIATELY** informed.
- Everyone should keep calm, in order to prevent other children becoming aware and upset.
- All remaining children should be grouped with the appropriate levels of staff and supervised indoors.
- All other members of staff must continue to search for the missing child – be specific about where they will cover and keep reporting back to each other via walkie talkie. NB. To avoid worrying children about the events, staff should avoid mentioning too much information over the walkie talkie and stick to simple messages, such as 'EYFS playground check.' Staff from other key stages may be asked to support the search.
- One member of office staff should remain in the school office; any other available staff – office, senior management, caretaking etc – should help cover the main exits out of the building and the school gate.

If the child is located:

- Two staff members (including one first aider) should check whether he or she is injured.
- The Head teacher or other member of senior management team will call the child's parents to tell them what has happened.
- The senior management team will do a risk assessment of the incident on the same day and any learning will be fed straight through to the staff team to act upon.

If the child is not found after an initial search

- The police should be contacted by either the school office or a member of the senior management team. Details of the call should be logged and later input onto the CPoms system.

- Staff who were directly working with the child or supervising at the time, should give as much information as possible about what the child was wearing, where they were last seen etc.
- The parents/carer will be called by a member of the senior management team, after the police have been informed. The situation will be explained to them, with a full account so far of actions taken.
- Staff will be kept up to date with any information received. They should continue to work with the other children in school until the end of the school day.
- The headteacher or member of the senior management team will cooperate fully with any requests from the police to support the search for the child and will document the incident on CPoms under Serious Incidents.
- Once the child is found the parents of the child and staff of the school will be informed.

Child missing off-site (whilst on an educational visit from school):

If an incident occurs whilst off site, the following procedures should be followed immediately:

- All staff on the trip should be made aware of the situation immediately and be actively vigilant for signs of the child.
- All remaining children should be gathered together and left under the supervision of at least 2 members of staff per class.
- Additional members of staff should position themselves at any exits in order to minimise any further chance of the child leaving the building/area.
- All freed up members of staff should immediately search for the child. They should stay in contact via mobile phone.
- The member of staff in charge on the trip will alert staff at the place of the visit and contact the school to alert the Headteacher or a member of the senior management team of the incident.

Once the child is found:

- Two members of staff (including at least one first aider) should check that the child is unharmed.
- School should be informed that the child is located. The Headteacher or a member of the senior management team will inform the child's parents, and reassure that the child is safe.

If the child is not located after the initial search of the area:

- Following an initial search, if the child is not found, the member of staff in charge on the visit will contact the local police and report the missing child.
- Staff should be prepared to say what the child was wearing, where they were last seen and any other information that they feel is relevant.
- The member of staff in charge will alert the staff at the place of the visit that they have called the police and will inform school.
- The Headteacher or member of the senior management team will contact the child's parents to inform them of the situation and actions taken so far
- The school office will maintain records of all calls and a member of the senior management team will complete information on the Serious Incident log on CPoms. This should be kept updated once more information is received.
- The member of staff in charge will reassure the other staff and keep in close liaison with the school. The Headteacher or a member of the senior management team may

travel to be on site if feasible and will support decisions about transporting the rest of the children back to the school.

- Once the child is found the staff of the school will be informed, who will then inform the parents of the child.

After the Incident:

- Following any incident, at school or off-site - statements must be taken from all staff working in the group from which the child went missing. This should be done on the same day.
- The Senior Management Team will carry out a risk assessment of any incident that has occurred to try to ensure it does not happen again and feedback any necessary alterations to working practice to the staff team via email immediately and through a subsequent staff meeting.
- The Chair of Governors and Resources Committee will be informed as soon as possible and will also consider any information raised from the risk assessment that should be fed through to school policy and procedures.
- All parents will be notified of any changes made to policy and practice.

Review Date: September 2023