

# Sudell Primary School



An Aldridge Community Academy

## Missing Child Policy

**Review date: December 2017**

**Reviewed: May 2021**

**Reviewed: September 2022**

Principal: Helena Lewis

Chair of Governors: Phil Holden

## **MISSING CHILD POLICY**

### **INTRODUCTION**

We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the school or when they are on an educational visit.

### **OVERVIEW**

Children should never be allowed to leave the premises during school time without following school procedures. If a child is leaving school during the school day, the parent/ carer must sign the child out at the office and provide a reason for the child leaving. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the office. 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.

All staff will also be provided with a short summary of this policy for easy reference. (Appendix A)

### **OBJECTIVES**

- To locate any missing child quickly
- To ensure that children who leave school during the school day only do so with permission and that they are accompanied by an authorised adult and signed out at the office
- To ensure that the building, grounds and play areas are safe and secure during school hours
- To ensure that teachers and staff keep children under proper supervision at all times
- To ensure that if a child goes missing during the school day, the child is located quickly and returned safely to the school

### **STRATEGIES**

- If a child cannot be found by a teacher, or other staff responsible, the Principal, Vice-Principal or Assistant Principal 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
- 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
- If the child is not found within a short period of time, the police must be called by the Principal or staff member

- Members of staff who are not supervising children will be sent to search the area in the immediate vicinity of the school
- 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 Principal notified
- As soon as possible, the parents will be notified that their child is missing
- If a member of staff finds the child the Principal must be told at once. Parents, police and other authorities will be notified
- The Principal will investigate how the incident occurred and all reasonable measures will be taken to try to prevent recurrence

## **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.

## **REVIEW**

This policy will be formally reviewed bi-annually. It may be reviewed earlier than this if the government introduces new regulations, or if the school or governing body receives recommendations on how this policy might be improved.

## Sudell Primary School

### Summary of Missing Child Policy

For a child who goes missing (this includes running away from the school):

- The adult who is first aware of a missing child must alert the nearest adults to this. All available adults to look for the child (in toilets, classrooms, outdoors, etc). Adults look for no longer than 5 minutes. Other children must be left safe in the care of suitable adults during the search and their safety not put at risk
- Alert the Principal, or in their absence a member of the SLT that the child is missing within 5 minutes of the child missing. Details regarding where and when the child was last seen must be provided
- The principal, or a member of SLT, assesses the situation, using details provided, knowledge of the child, etc
- A decision will be made to notify the police immediately OR to continue to search the area in the immediate vicinity of the school
- If the decision is to continue to search the immediate vicinity of the school, this search should last no longer than 20 minutes from the time the child was first identified as missing
- Notify the police within 20 minutes from the time the child was identified as missing
- Members of staff who are not supervising children will continue to search the area in the immediate vicinity of the school
- Notify the child's parents their child is missing
- 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 within 10 minutes the police must be called and the Principal notified
- The LA will be notified by the Principal that a child is missing
- If a member of staff finds the child the Principal must be told at once. Parents, police and other authorities will be notified
- The Principal will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again