



Missing Child Policy

This policy was reviewed in July 2022 and agreed by the governors in November 2023.

Signed _____ (Chair)

Policy Statement

The safety and security of the children in our care at Thelwall Infant School and Nursery are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures for missing child on site

Each pupil who arrives at school is registered (or signed in if attending link club) first thing in the morning. Children are escorted to the entry doors by their parent/carer and are expected to come into school independently and make their way into to their classroom. Staff monitor all the entry doors to ensure children are seen in by a parent or carer and are unable to exit again. Link club staff escort children to their classrooms.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If pupils are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time. During the break times and lunch hours, the staff and midday supervisors on duty have responsibility for knowing the locations of the pupils.

The register is taken again in the afternoon.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- A member of the Senior Management Team will be alerted and they and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.

- If the child is not found after approximately 20 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone to ascertain whether the child has been collected.
- If after a further 15 minutes the child has not been found, the Headteacher or the Deputy (or the parent) will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.

Procedures for Missing Child if off site

Reducing the Risk of Lost Children when on Educational Visits

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by an adult. The number of children is checked regularly by frequent roll calls.

To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.

Children must be instructed that in the unlikely event of being separated from the group, they must **STAND STILL** so that the group can re-trace their steps to locate the child.

Children must wear school uniform on educational visits to ease identification of lost children and to be easily identifiable in a group.

Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g. a zoo warden, or police, or a parent with children, or an adult they should feel they can talk to the person and let them know what is happening.

The should be reminded that in no circumstance must they go with the person, they should Show the adult their ID wrist band which displays the school name and telephone number.

If a child is thought to be missing whilst off site;

- As quickly as possible the whole group (class/classes) will be gathered together and a roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.

- The group leader and at least one other member of staff will search the immediate vicinity, going to places at which the child was last seen, tracing the routes that they may have taken and asking other children what information they have as necessary.
- Alert a member of staff from the location.
- If the child is not found after approximately 20 minutes, the team leader will contact the Headteacher/Deputy who will contact the parents of the missing child.
- If after a further 15 minutes the child has not been found, the Headteacher or the Deputy (or the parent) will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- The Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- At all times staff will ensure the safety of the remaining children is paramount giving due consideration to staff/child ratios.

Following a Missing Child Incident

After the incident the staff involved will review the incident with the Headteacher/Deputy and the incident will be recorded.

A full review of safety and security procedures will be carried out, guidance and procedures will be developed and implemented as required.