



PARKSIDE HOUSE SCHOOL

Missing Child Policy



School Year 2017-2018

Emergency Procedures When a Child is Discovered to be Missing

Purpose and Aims of this Policy Statement

The purpose of this policy statement is to give all staff, both teaching and non-teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

Occasions when a child may go missing

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:-

a) From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return;

- e.g.
- to go to the toilet,
 - to collect something from his/her bag or go to their locker
 - being sent to another class or teacher,
 - undertaking errands for the teacher such as taking something to the office,
 - attending the office to take medication.

b) From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wander away unnoticed.

- e.g.
- during outdoor lessons on the playground or field
 - at the beginning or end of outdoor lessons when children are getting changed or using the toilet, drinking fountains etc.

c) Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct total supervision.

- e.g.
- going to and from the classroom at the beginning or end of lesson.
 - Travelling to or from Tutorial sessions

d) Other Times

These include:

- at the start of the school day when children are freely moving about the grounds and building to get to their lockers, dining hall and lunch ordering
- At break and lunch times.
- At the end of the school day, awaiting pick up.

Upon Discovering a child is Missing

It is important that the person discovering a child is missing knows what to do. What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

1. Notify the school office immediately, via radio or direct.
2. A radio call will be placed from the school office to determine that the pupil is not with another staff member, or visiting professional.
3. The school office will log time and details.
4. Once it is ascertained that the pupil is not with a member of staff or professional a search of the school buildings and grounds will be taken by all free staff, leadership team, and volunteer helpers. This search will include all rooms, corridors, toilets, under desks etc, all outside classrooms and a comprehensive search of the grounds, under bushes, behind containers etc.
5. An incident report will be opened by admin staff to record details of missing pupil.
6. Admin/free staff will gather information on when the child was last seen, what they are wearing, their state of mind, and any other factors which may have had an effect on their emotional wellbeing.
7. Leadership Team/Free staff will leave the school site to patrol local area on foot and in a vehicle.
8. School will contact parents/Carers to inform them their child has gone missing.
9. Police will be contacted if the pupil does not return to school, 1 hour from the when the office was informed the pupil was missing.
10. School will use their professional judgement and knowledge of the pupil, bearing in mind their age, vulnerability, conditions and mental health in order to make a decision if they wait the allocated timescale or an hour or whether the police are contacted straight away. The parents will be asked to offer advice in this situation in regards to their child

Investigations

When a missing child has been located and safely returned to school, the child's family or the police, the Headteacher will conduct an investigation into the circumstances of the child going missing. An incident report is completed. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing. Following completion of incident report an interview with the child must be carried out and documented on the appropriate form and placed in the child's file.

Interview with child following a missing incident

Name of child -----

DOB-----

Name of staff conducting interview -----

Date -----

Record all information given by child, enquire where child has been, did they meet anyone? How did they return? Etc. Please inform child that all relevant persons will be notified of their absence.