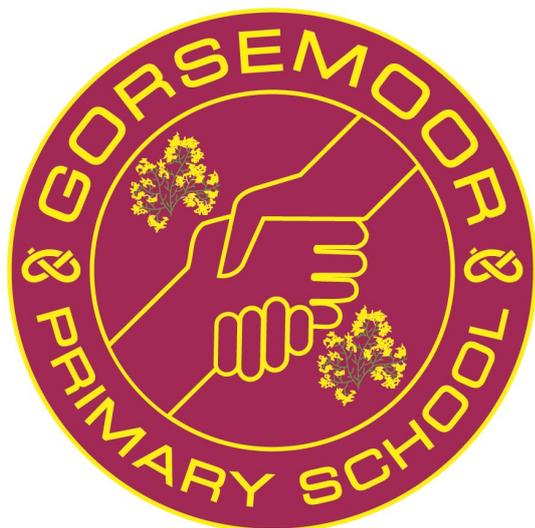


Missing Child Policy



Date of Issue: April 2016
Review Date: April 2017

Approved by the Full Governing Body
on 15th June 2016

Audience:	Staff/Governors/Public
Frequency of Review:	Annually
Postholder responsible for Review:	SENCo

Recommended associated documents: Safeguarding policy



Missing Child Policy

Children's safety is maintained as the highest priority at all times both on and off the premises. Every care is taken to ensure our children are accounted for at all times. Each member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. However, in the unlikely event that it is suspected that a child has gone missing the following procedures will be followed to ensure we do all we can to find them.

Procedures

Systems in place to minimise the risk of a child going missing.

- Children are marked against the attendance register at the start of the morning and afternoon session.
- Staff must be aware of how many children are present and do regular head counts, particularly when moving between areas.
- When moving between areas one member of staff will be in front of the children, preventing them from running ahead, and where possible, another at the back ensuring all children stay together.
- Key workers of children new to the setting should take extra care and ensure the children know the boundaries of where they can and cannot go.
- External gates should be kept closed and secured.

Child going missing on premises

- The Head teacher will be informed and the staff will ensure all other children are correctly supervised.
- The registers will be checked to make sure all the other children are accounted for.
- A thorough search will be carried out of the buildings and the immediate surrounding area.
- If the child is not found, the parents/carers will be contacted and the Head teacher will report the missing child to the police.
- The Head teacher will talk to the staff to find out when and where the child was last seen.
- On the arrival of the police and the child's parent/carers, the Head teacher will be responsible for appraising them of all the information in respect of the missing child and what action has taken place.

Child going missing on an outing

- As soon as it is noticed that a child is missing, staff will make sure that all children stand with their designated person and carry out a headcount to ensure that all other children are accounted for.
- The lead teacher will nominate one member of staff to search the immediate vicinity.
- Staff will contact the venue's security who will handle a wider search.
- The school and Head teacher will be informed and the Head teacher will contact the police.
- The Head teacher will contact the parents/carers, who will be asked to make their way to the school or outing venue as agreed with the Head teacher.
- Staff will take the remaining children back to the transport/school as agreed by the Head teacher.
- The Head teacher or a designated staff member may be advised by the police to stay at the venue until they arrive.
- As soon as possible after the incident the Head teacher must report the incident in the incident book and inform:-
 - ◇ All parent/carers
 - ◇ Staffordshire LA