

Children Missing in Education Policy



Acresfield Primary School

Last Updated: January 2018

Date of Governing Body Approval: February 27th 2018

Committee Responsible for Review: Community

Signed: [Chair of Governors]

A handwritten signature in black ink, appearing to be 'M. A. C.', written over a faint dotted line.

Signed: [Headteacher]

A handwritten signature in black ink, appearing to be 'M. A. C.', written over a faint dotted line.

Overview

Children should never be allowed to leave the premises during school time without the head teacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the head teacher or member of the senior management team.

A child may also "go missing" if the family were to leave the area without informing the school.

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. In the event of a family leaving without informing the school we would ensure that all those who may be able to locate the family are informed.

Objectives

1. To locate any missing child quickly
2. To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's (SMT) permission to leave.
3. To ensure that children who do leave during the school day do so with the head's (SMT) permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under supervision at all times.
6. To ensure that if a child "goes missing" during the school day, they are located quickly and returned safely to school.
7. To ensure that if a family leave without informing the school every action is taken to locate them.

Procedures

Child missing during school day

1. If a child cannot be found by its teacher the head teacher must be notified immediately and told when and where the child was last seen .Time is of the essence and prompt action must be taken by all
2. The remaining children will be left in the safe care of suitable staff and all remaining staff will conduct a thorough search of the child's classroom, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the police must be called by a senior member of staff.
4. If a child goes missing during an outing or school visit, the teacher in charge must ensure that all remaining children are safely cared for by the other adults. An urgent but thorough search must be made of the immediate vicinity and if the child is not found the police must be called and the head teacher notified.
5. As soon as is possible the parents must be told that their child is missing.
6. Members of staff, who are not supervising the children, will be sent to search the immediate area.
7. In all cases, the local authority must be notified by the head teacher of the missing child.
8. If a member of staff finds the child the head teacher must be told at once. Parents, police and other authorities will be notified.
9. The head teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Child Missing due to family having left without notice

1. First day 'phonecall will be made to the family
2. If no reply then a text message will be left asking family to contact school asap
3. The next person on the Contact list should also be called
4. If child has a social worker or health visitor then they will be contacted

5. In the case of Army Families the dale barracks should be contacted(families officer)
6. Assuming no information is available from any source then a visit to the family home may be made
7. If on second day of absence no call is made to school then the EWO should be informed

All telephone numbers which support this policy will be kept in the front of the blue **Pupil Contact File** which is kept in the school office on the shelf.

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.

Reviewed by staff and governors Spring 2018

Review date Spring 2020

Signed