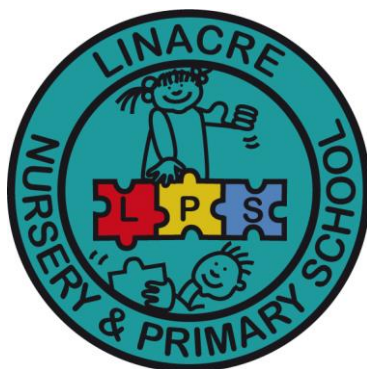


Linacre Primary School



Missing Pupil Policy

Linacre Primary - Missing child policy

Policy statement

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through our risk assessments and agreed procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, the member of staff alerts the Headteacher or in his absence, the Assistant Headteacher.
- The member of the Senior Leadership Team/Assistant Headteacher/Headteacher will instruct the office to call the police and report the child missing. The office or member of the Senior Leadership Team will then call the parent. The Assistant /Headteacher will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The Assistant/Senior Assistant/Headteacher will talk to the staff to find out when and where the child was last seen and records this.
- The Assistant/Senior Assistant/Headteacher will contact the Chair of Governors and report the incident. A member of the Senior Leadership Team will carry out a fact finding exercise and subsequent investigation, where appropriate.

Child going missing on an outing

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated group leader and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity, but does not search beyond that.
- The Assistant/Headteacher is contacted immediately (if not on the outing) and the incident is recorded. ▪ The Assistant/ Headteacher contacts the police and reports the child as missing.
- The Assistant/ Headteacher contacts the parent, who makes their way to the place where their child was last seen.
- Staff take the remaining children back to the setting/school
- In an indoor venue, the staff contact the venue's security who will handle the search and also contact the police if the child is not found.

- The member of SLT/ Assistant Headteacher/Headteacher contacts the Chair of Governors and reports the incident. A member of the SLT will carry out a fact finding exercise and subsequent investigation, where appropriate.
- The Visit Leader may be advised by the police to stay at the venue until they arrive. In this case, the member of SLT/Assistant/ / Headteacher will arrive at the venue to support
- Staff must keep calm and do not let the other children become anxious or worried.
- The member of SLT /Assistant /Headteacher will speak with the parent(s).
- The Senior Leadership Team will carry out a full investigation taking written statements from all the staff involved.
- The group leader writes an incident report detailing: - The date and time of the report. - What staff/children were in the group or on the outing and the name of the staff designated responsible for the missing child. - When the child was last seen in the group or outing. - What has taken place in the group or outing since the child went missing. - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the Local Authority Health and Safety Officer and/or LADO may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken in the case of EYFS, Ofsted is informed.
- The Local Authority will always be informed. Managing people
- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the person responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. The Assistant/Headteacher will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others. When dealing with a distraught and angry parent, there should always be two members of staff present one of whom is a member of the Senior Leadership Team or member of the Governing Body. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not

discuss the incident in front of them. They should answer children's questions honestly but also reassure them.

- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Headteacher will use his discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press.

Agreed at the Meeting of the Governing Body held on – December 2018