



# Missing Child Policy

## VERSION CONTROL SHEET

**POLICY NAME:** Missing Child Policy

**Policy Prepared by:** Nigel Gooding

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## Introduction

Children's safety is maintained as the highest priority at all times, both on and off premises. Every attempt is made through carrying out the outing's procedure and the exit/entrance procedure 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 key person/staff alerts a member of the Mayflower Academy Leadership Team (MALT).
- The MALT member calls the police and reports the child as missing and then calls the parent.
- The MALT member will carry out a thorough search of the building and garden.
- 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 MALT member talks to the staff to find out when and where the child was last seen and records this.
- The MALT member contacts the Headteacher and reports the incident.
- The Headteacher comes to the classroom immediately to carry out an investigation.

### Child going missing on an outing

This describes what to do when staff have taken a small group on an outing, leaving senior leaders and/or other staff back at the Academy. If a MALT member has accompanied children on the outing, the procedures are adjusted accordingly.

What to do when a child goes missing from a whole school outing may be a little different.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated carer 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.
- A MALT member is contacted immediately (if not on the outing) and the incident recorded.
- The MALT member contacts the police and reports the child as missing.
- The MALT member contacts the parent, who makes their way to the school.
- Staff take the remaining children back to the school.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- The MALT member contacts the Headteacher and reports the incident.
- The Headteacher will immediately carry out an investigation.
- A member of staff may be advised by the police to stay at the venue until they arrive.

### The investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The Headteacher or MALT member speaks with the parent(s).
- The Headteacher carries out a full investigation taking written statements from all the staff in the room or who were on the outing.

- The key person/staff member writes an incident report detailing:
  - The date and time of the report.
  - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen in the group/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 may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.