

Safeguarding – Missing Child Guidelines

January 2017

Date Reviewed	January 2017
Signed	

Lost/Missing Child from School Guidelines

In the event of a child becoming lost, while in the care of the school, the school will immediately put in place the following procedures detailed below. The start of the school day is 8.45am until 3.15pm. Afterschool clubs end at 4.15pm. These procedures ensure that a systematic approach to find the child is taken and consideration is given to levels of risk to the child.

- Establish if there is an appointment or other authorised absence. The registers, Signing In/Signing Out Book and Log Book on parent rearrangements are checked for information on possible whereabouts.
- Line management (e.g. Assistant Headteachers, Deputy Headteacher, Headteacher) will be informed by the member of staff involved.
- The person in charge will talk to staff to establish what happened – this might include a sensitive talk to other children to establish who last saw the missing child.
- The person in charge will arrange a thorough search of the school buildings, site and outside perimeter.
- If the child is not found the parent/carer is contacted (if applicable) and the missing child is reported to the police.
- If it has taken place at the at the end of the day sensitive phone calls should be made to friends of the child to make sure that the child has not gone home with them.
- If the child lives within walking distance then an adult should make the journey by foot in order to catch up with the child if possible.
- If deemed possible an adult should drive around the neighbouring vicinity to look out for the child.
- Line Management responsible in school will not leave premises until they are certain that the safety of child is secured or in the hands of the police.
- Information re the police log incident number should be recorded.

Afterschool Clubs

- To assist Line Management, the Office will be manned until 4.30pm on Mondays and Tuesdays.
- Registers are completed for each club and brought to the Office as promptly as possible.
- Office staff will phone contact numbers for children not attending clubs but who were in school.

During teaching time

- Messages for children are frequently taken by Office staff regarding change of plans for afterschool. These are recorded in the Log Book.
- The child concerned will be given the message directly from whoever has taken the call.

When the child is found:

- Members of staff will care for and talk to the child
- Parents / police all stakeholders involved in finding the child must be informed
- Children must then all be reminded of the safety procedures of not leaving the school site and why
- An investigation must be carried out to review health and safety procedures are fitting and there are no loop holes
- Reassurance and accurate information given to parents /carers
- Report to governors for health and safety data monitoring

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Catherine Cox, Headteacher