



CHILD MISSING FROM SCHOOL PROTOCOL

Cotmanhay
Infant and
Nursery School

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 Partial Revision
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2

Author of the policy:

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Issue 1	Issue 2	Issue 3	Issue 4	Issue 5	Issue 6	Issue 7	Issue 8	Issue 9	Issue 10

REVISION RECORD:

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Sept 21	KL	Policy revised by KL Sept 21
Sept 22	KL	Policy checked by KL Sept 22 – no changes
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We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

CHILD MISSING FROM SCHOOL PROTOCOL

As soon as you discover a child is missing:

1. Alert the Main office and Headteacher / Deputy Headteacher immediately stating last known location of the child. All exits should be secured. The Admin team can control the gates from the office and should monitor the school's main reception to prevent any person from leaving the building. (Even if an adult leaving the building does not have the missing child with them it is important they remain as they may have information to help locate the child).
2. The Head Teacher should instigate a controlled search starting at the last known location. This should be carried out systematically and include all school buildings and grounds. **Care should be taken to prevent panic.**
3. If the child is not located the Head Teacher / Deputy Headteacher / Senior Leader should inform the Police immediately or delegate someone to dial 999 and provide relevant information. Police instruction should be implicitly followed.
4. Unless otherwise directed by the Police the Head Teacher / Senior Leader should inform parents/ carers (by telephone) of current status. This conversation should be carefully managed and pertinent details shared with the Police. The Office Team should prepare a room to support parents/ carers should they arrive on-site.
5. If the child's home is within walking distance, a member of staff would set out on foot to attempt to find him/her.
6. On arrival of the Police the Head Teacher/ Deputy Headteacher / Senior Leader should ensure all known facts are given to officers. A request can be made for the Police to assist with further school and parent / carer liaison.
7. The Head Teacher/ Deputy Headteacher / Senior Leader would arrange for staff to search the rest of the school premises and grounds again.
8. The Head Teacher / Senior Leader would inform the Local Safeguarding Children Board.
9. Head Teacher/ Deputy Headteacher / Senior Leader to commence a critical incident log and accurately document all actions / relevant factual information. Ensure times and dates are recorded.

10. If the child is not located or known to have been abducted the Head Teacher/ Deputy Headteacher / Senior Leader should alert the Local Authority Director of Education and school's Chair of Governors (in their absence the Vice Chair should be notified).
11. No press briefing should be made unless directed by the Police with the input from the Local Authority Media Relations Office.
12. The Head Teacher/ Deputy Headteacher / Senior Leader to hold a staff briefing when possible to advise of the current situation. Ensure staff are aware of information sharing protocols.
13. Under the direction of the Head Teacher/ Deputy Headteacher / Senior Leader, all staff should work with multi-agency partners to ensure parents, carers and family members are supported whilst the matter is resolved.

ACTIONS TO BE FOLLOWED IF A CHILD GOES MISSING ON AN OUTING

1. An immediate head count would be carried out in order to ensure that all the other children were present
2. An adult would search the immediate vicinity
3. The remaining children would be taken back to school
4. The Head Teacher/ Deputy Headteacher / Senior Leader and the Designated Safeguarding Lead would be informed by mobile phone
5. The Head Teacher/ Deputy Headteacher / Senior Leader would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once
6. Contact the venue Manager and arrange a search if applicable
7. Head Teacher/ Deputy Headteacher / Senior Leader would contact the Police
8. The Designated Safeguarding Lead would inform the Local Safeguarding Children Board
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
10. Head Teacher/ Deputy Headteacher / Senior Leader to inform the Chair of Governors

Post Event: The Head Teacher/ Deputy Headteacher / Senior Leader to arrange an emergency governing body meeting to review school's critical incident paperwork and safeguarding arrangements.