



## Missing Child Policy 2025

*'At our school we celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.'*

### Aim

To make sure everyone at Saville Town CE (C) Infant & Nursery School knows what to do in the event that a child goes missing - on or off site.

### Procedures

#### 1. On site

When it becomes apparent that a child is missing from the school grounds, this is the procedure to follow:

- All staff within the area/group must be notified and told to keep calm in order to prevent the children becoming upset.
- The remaining children should be safely grouped with adequate staff so that other staff members can search for the missing child. This might include using office staff and staff from the other Key Stage.
- Additional exits must be staffed whilst trying to locate the child; this might also include using office staff and staff from the other Key Stage.
- If the child is located, two staff members to check whether he or she is injured. The Head teacher or other member of the Leadership Team to call the child's parents to tell them what has happened.
- The SLT will do a risk assessment of the incident on that day.

#### If the child is not found after an initial search

- If the child is not located after a first initial search the police are to be contacted.
- The Headteacher or Office staff will do this from the office phone.
- The Headteacher or office staff will record the details of the conversation with the police on a 'Missing Child Form'. (see appendix (i))
- The parents/carer will be called after the police have been informed, by a Senior member of staff, and the situation will be explained to them.
- The Leadership Team will reassure the staff and keep them informed of what is happening.
- The Headteacher, or Assistant Head in her absence, will continue to document the incident on the 'Missing Child Form'.
- Once the child is found the parents of the child and staff of the school will be informed

#### Off Site

- If an incident occurs whilst off site, staff may think it initially advisable to position themselves at exits (if appropriate) to watch for the missing child.
- The member of staff in charge will have a mobile phone with them and will search the area, staying in contact with other staff by phone.
- The member of staff in charge will alert the staff at the place of the visit, and after the initial search they will contact the police and school, who will contact the parents/carer of the child.
- A senior member of staff at school will then start a 'Missing Child Form', and keep it updated as they receive more information.
- The member of staff in charge will reassure the other staff and keep them informed of what is happening.

- Once the child is found the staff of the school will be informed, who will then inform the parents of the child.

### **After the incident**

- Following any incident, statements must be taken from all staff working in the group from which the child went missing. This should be done on the same day.
- The Senior Leadership Team will carry out a risk assessment of any incident that has occurred to try to ensure it does not happen again and feed back to the Resources Committee. This will take place as soon after the incident as possible.
- We will hold an emergency staff meeting the following day to go through the policy and to inform staff of any changes recommended.
- All parents/carers will be notified in writing of the incident and told about any changes or new procedures.

### **Signed on behalf of Governors**

**Name:**

**Signature:**

**Date:**

Appendix (i)

# Missing Child Form

**Child's Known Name:**

**Child's Full Name:**

**Address:**

**Parent / Carer's Telephone Number:**

**Date & Time of disappearance:**

**Where they were last seen:**

**When they were last seen:**

**By whom:**

**What was the child wearing:**

**Any distinguishing features?**

**Who, if anyone, was the child supposed to be with?**

**Has the child ever been missing before?**

**If so, describe circumstances:**

**Add any information received during search for child:**