

# Missing Child From School Premises

## Contents

<b>1. Rationale</b>	<b>3</b>
<b>2. Aims</b>	<b>3</b>
<b>3. Guidelines</b>	<b>3</b>
<b>4. Equal Opportunities</b>	<b>4</b>
<b>5. Responsibilities</b>	<b>4</b>
<b>6. Monitoring</b>	<b>4</b>

## Rationale

This policy has been written as part of Kellington Primary School's Safeguarding procedures to ensure the health, safety and well-being of the children in our care at all times.

## Aims

- To minimize the risk of a child absconding or otherwise going missing whilst in the care of staff at Kellington Primary school.
- To ensure that effective strategies are implemented to enable the safe return of a missing child.

## Guidelines

In ensuring the safety and well-being of all children, the school's safeguarding procedures aim to minimize the risk of a child absconding or otherwise going missing from school through the implementation of procedures outlined in associated policies, including Safeguarding, Special Educational Needs, Health and Safety, Behaviour Management, Anti-Bullying etc.

Despite the above, it is possible that an incident may arise where a child goes missing whilst in the care of staff at Kellington Primary school. Should this happen, the following procedures should be implemented:

1. Member of staff immediately alerts a member of SLT
2. SLT nominates one member of staff to check school premises and another to check the area immediately surrounding the school premises. Where possible, staff should take a walkie talkie to maintain contact with SLT.
3. If the child does not return immediately, the Headteacher contacts the Police and the Child's Parents.
4. Staff inform the Headteacher of all relevant information (i.e. when the child was last seen, incidents which may have led to disappearance, other children present etc).
5. Staff continue to search until police arrive.
6. All staff follow Police instructions as appropriate.

In the event of a member of staff seeing a child leave the premises voluntarily, reasonable steps should be taken to encourage the child to return of their own free will. Staff should avoid chasing the child, especially if s/he exits the school gate and is close to a road. Wherever possible, staff should aim to keep the child in view but avoid pursuing in a way which increases the risk to the child and if possible, should maintain contact with the Headteacher via mobile phone. In accordance with the schools Behaviour Management policy, children should not be physically restrained.

An individualised behaviour management programme/risk assessment will be completed in the event of a child repeatedly absconding from school.



School MUST be informed by parents who will be collecting their child from the premises so that school is aware of any change of circumstances in advance. However, if a child is collected by a friend of the family, known to them, but school had not been informed then a member of staff will contact the parents of the child being collected to ensure the arrangements are correct before allowing the child to leave the premises.

In the event of a member of staff seeing a child being taken from the school premises against their will, the Headteacher should be informed immediately and the police and child's parents contacted. All children should then be taken inside the school building and a register taken to ensure no other children are missing. Staff should immediately record any relevant information and await further instruction from the police.

\*see Educational Visits Policy for missing children from visits (Risk Assessments)

## Equal Opportunities

Staff will endeavour to ensure that this policy is applied consistently to all children. This will be irrespective of gender, race, cultural background or disability.

## Responsibilities

The governing body will ensure that appropriate resources are made available to effectively implement this policy. The Headteacher will manage the use of these resources so that school staff are empowered to implement this policy. It is the responsibility of all staff to implement this policy effectively and consistently. It is the responsibility of parents and carers to support the school in implementing this policy with their children.

## Monitoring

The Governors will monitor the effectiveness of this policy. When needed, the Headteacher will ensure that school practice reflects the guidelines included in the policy. The policy will also be monitored by Ofsted during their inspection visits.

