



The Greenfield & Hurst Drive Federation

www.GreenfieldandHurstdrive.co.uk



Missing Child Policy

Person Responsible: Mireilli Forrest (Executive Headteacher)

Policy Last Reviewed: May 2023

Policy Next Review: May 2024

Purpose

At the Greenfield and Hurst Drive Federation we take the welfare of children extremely seriously and have robust procedures to ensure children are safe and secure. In the unlikely event that a child is reported as missing from the school premises, the schools put into practice agreed procedures as set out in this policy. These ensure the most effective resolution of this potentially distressing situation and ensure a high level of care is maintained for other children whilst the following procedures are followed:

Procedure for a missing Child from school:

This refers to beginning, during or end of sessions.

If, in the event of a member of staff not being able to account for a child's whereabouts on school premises, this procedure will be followed:

- The person in charge* will inform the school office who will immediately check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional. The online SIMS/Arbor register will be checked by office staff as soon as the missing child has been reported.
- Office staff to inform all staff of a missing child including Executive Headteacher whether on/off site. This should happen **immediately**.
- The office staff will start a review of CCTV footage, starting with the main school entrance area.
- All available staff to immediately check toilets, shared areas, rooms and relevant school grounds including boundary with adjoining school (Hurst Drive/Greenfield)
- All exit doors will be checked to see if there has been a breach of security whereby a child could have wandered out of the setting.
- A check of the footpath outside of the school and along the road will also be made.
- Staff in each room to call registers to confirm presence of all other children.
- Staff to ensure that all other pupils are kept safe and closely supervised throughout the incident should it be during the school day. Calm should be kept in the event of a child reported missing at the end of the school day.

If this is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents/carers with parental responsibility. At this point, school will support the police who will now lead the response to this incident. The office will provide the latest photo of the children from SIMS/Arbor. The Executive Headteacher or Deputy Headteacher in her absence will liaise with emergency services and parents/carers.

If the child is found

When the child is found, even for a very short period of time, the relevant procedure should still be followed.

Procedure for a missing child on a trip

If a child goes missing from an outing where parents are not in attendance and responsible for their own child, this procedure will be followed:

- As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated person and take a register to ensure that no other child has gone astray.
- One member of staff checks the immediate area and, if appropriate, retrace their movements to the last place the child was seen.
- The Executive Headteacher or Senior staff member is informed and they will make their way to the outing if not in attendance.
- At a formal venue (e.g. zoo, museum, park), the staff will contact the site's security who will handle the search and contact police if the child is not found.
- At an informal venue, the staff should contact the police and report the child missing.
- The office will provide the Executive Headteacher or police with a copy of the latest photo of the child on the school's management information system.
- The Executive Headteacher/Deputy Headteacher contacts the child's parents who make their way to the school or outing venue as agreed with the Head/police.
- Once the child is found, the Executive Headteacher should inform the school.
- Once the Executive Headteacher/Senior staff member are in attendance the remaining children will be brought back to school as long as staff ratio's permit. If not await further staff to attend.

**person in charge refers to the most senior/experienced person in the room at the time. This senior refers to member of the senior leadership team who will take charge of the search.*

Investigation

- All staff present at the time, or who were on the outing write an incident report on CPOMS (Child protection online monitoring service) detailing:
 - Which staff and children were in the group or outing
 - When the child was last seen in the group/outing
 - What has taken place in the group/outing since then
 - The estimated time the child went missing
 - Conversations with parents, carers, child minders, police, the Local Authority, and any other person they feel has contributed to the collection of evidence.
- The Headteacher should communicate the incident to the appropriate Local Authority Office and the Chair of Governors.
- The Senior Management Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and onto the CPOMS system.
- 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.

We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the police are called then the Hertfordshire Safeguarding Children’s Board and Ofsted are also informed.
- If the Headteacher or Chair of Governors is not on the premises, she/he will be informed as soon as possible via the school office team, Deputy headteacher or senior staff member in charge.
- We will start to build a record as soon as is possible in the incident log, this will include:
 - The last definite sighting of the child
 - Any unusual behaviour of the missing child or other children
 - How many children were on the premises/outing?
 - How many adults were on the premises/outing and who?
- We will provide the following information to Ofsted (phone 0300 123 1231 or enquiries@ofsted.gov.uk)/the Hertfordshire Safeguarding Children’s Board:
 - What happened?
 - What systems are in place for preventing such occurrences?
 - What we did, at what time and in what order
 - Who we informed and when

Dealing with the media

Should the media contact the school about an incident, the Headteacher or Chair of Governors will speak for the setting, under the direction of the HCC press office. All adults will be asked to refer all enquiries to the agreed spokesperson

Appendix a:

Report on incident of missing child

Name of person conducting the investigation:	
Name and role of staff member and filling in the form	
Child (incl.dob):	
Address:	
Date of incident:	Time of incident:
Why did it happen?	
Next steps?	