



Missing Child Policy

Kington St. Michael C.E. Primary School

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Reviewed by:	Full Governing Board

Kington St. Michael C.E. Primary School put the safety and welfare of children at the heart of all that we do, and have rigorous Safeguarding Procedures in place. The procedure in the event of a child going missing on the school premises, or on a school trip/offsite visit during operational hours, whilst in our care, is outlined below:

Immediate Responsibilities

The person in charge, Mrs Victoria O'Brien (Designated Safeguarding Lead), Deputy Safeguarding Lead, Class Teacher or The Nest Manager (as appropriate) will arrange for:

1. All children to be gathered together safely and take the register to ensure no other child is missing
2. The registers of visitors signing in and out of the school premises are to be checked
3. All doors and gates to be checked, for signs of entry/exit
4. The premises to be checked, including places where a child might hide
5. Adults and children (dependent on age) to be asked if they have seen the child
6. Ensure all other children are supervised according to appropriate staff ratios and continue to carry out relevant activities.

If a child goes missing offsite

1. The person in charge e.g. Headteacher (Designated Safeguarding Lead) or Deputy, Class Teacher or The Nest Manager (as appropriate) will arrange for:
2. All children to be gathered together safely and take the register to ensure no other child is missing
3. The premises to be checked, including places where a child might hide
4. Summon assistance (e.g. site security or PGL staff, if on a residential trip) to carry out a wider search of the area
5. Adults and children (dependent on age) to be asked if they have seen the child
6. Ensure all other children are supervised according to appropriate staff ratios and continue to carry out relevant activities



If the child cannot be found after 15 minutes

1. The person in charge e.g. the Headteacher (Designated Safeguarding Lead) or Deputy, Class Teacher or The Nest Manager (as appropriate) will:
2. Contact the Police
3. Contact the child's parents/guardians
4. Contact the Wiltshire Local Authority
5. Arrange for all available staff to conduct a search of the premises
6. If the child is missing from an off-site visit, take the remaining children back to school as soon as practicable, or if on the PGL residential trip, back to the house/cabins as appropriate

Once the child has been located

- All those notified of the missing child, will be notified immediately
- A member of staff with the closest relationship with the child will talk to them, and if necessary, comfort the child
- Other children will be spoken to, to ensure they understand why they must never leave the premises or group on a school outing.

Within 24 hours

The Headteacher will:

- Report the matter to the Chair of Governors and Safeguarding Lead Governor
- Ensure a written report of the incident is recorded on CPOMs by the member of staff responsible for the child at the time they disappeared
- Inform OFSTED and the LADO as appropriate where the child went missing from the school site/ missing from the school group during an offsite visit
- Review security procedures and involve all relevant parties
- Communicate the situation to the parents/guardians of the missing child
- Ensure an investigation is completed and reported to the Governors, and the LA

Within 48 hours a detailed report to be collated

Including:

- The date and time of the incident
- Which staff/children were in the group to which the missing child belonged
- When the missing child was last seen
- The length of time that the child was missing for
- Circumstances surrounding the child's disappearance – what was the child doing/saying prior to going missing?
- Whether follow up with any other agency or internal support is necessary
- Statements will be taken from all staff members significantly involved in the incident.
- Learning to prevent such incidents from arising again.



Responsibilities of all staff

The safety and welfare of all children is the primary responsibility of all staff. All staff will co-operate fully with efforts to find a missing child, whilst ensuring the safety of other children. If the incidents warrant an internal or police investigation, all staff are required to co-operate fully.

Any media queries following incidents must be referred to the Head teacher