



## **Healey Primary School**

### **Missing Child Policy**

#### **Aim**

To give clear guidelines on what to do in the event of a missing child.

#### **Rationale**

To inform members of staff about the procedures for early identification that a child is lost and the procedures to follow.

#### **Procedure**

A missing child is a rare occurrence but can happen. The safeguarding of children in our care is paramount and all staff have the responsibility to be vigilant and know where children are in order to keep them safe.

Our site is secured by a perimeter fence which is locked through the school day to help prevent adults gaining access to the grounds and abducting a child or children running off the premises. Parents are made aware of their responsibility for children until 8.50am when the school doors open and after 3.20pm when school finishes.

Staff are made aware of their responsibility to be vigilant and take extra vigilance with new EYFS children and children who are liable to abscond.

At playtimes/lunchtimes staff should be on the playground before children are dismissed to ensure the area is safe. After playtimes/lunchtimes a member of staff remains outside until all the children are safely in the building. It is the responsibility of each member of staff to ensure all necessary children are present for their lesson/session and report to senior management if anyone is not present.

#### **If a child is found to be missing**

- Establish the last whereabouts of the child
- Inform senior management that a child is unaccounted for
- Inform all staff that a child is unaccounted for
- A full search of the building and grounds will take place
- Parents/carers will be informed
- The police will be notified
- There will be no contact with the media
- A detailed investigation will follow
- The incident will be reported to the chair of governors
- The incident will be discussed by the next appropriate governor's meeting to review procedures and strategies

### **Following the Incident**

A child who has intentionally hidden or left the premises is seen by school as serious misbehaviour. Senior management will endeavour to discover why the child felt the need to hide or leave but age-appropriate sanctions and/or a re-integration plan will be put in place, which could include a fixed term exclusion. Parents will be included in these discussions.