

# Manor Park

# Primary School



## Missing Child Policy

**Date of Last Review: January 2019**

**Agreed by Governors: January 2019**

**Shared with all Staff: January 2019**

**Frequency of Review: 3 Years**

**Date of Next Review: January 2022**

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## Manor Park Primary School Missing Child Policy

Our School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for the children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session at the school, the following procedure will be activated:

- The member of staff in question will inform both the management (ie Headteacher) and the rest of the staff team that the child is missing and a thorough search of the entire premises will commence. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- The Headteacher will nominate four members of staff to search the area surrounding the premises. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the School.
- If after 30 minutes of thorough searching the child is still missing, a member of the Leadership Team will inform the police and then the child's parent/carer.
- While waiting for the police and parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the School.
- The Headteacher or nominated person (in their absence) will be responsible for meeting the police and the missing child's parent/carer. The Headteacher or nominated person will co-ordinate any instructions by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Headteacher and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the School's site security and risk assessment policy).

If a child goes missing from an out of school visit where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed:

- As soon as it is noticed that a child is missing, staff on the visit ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One member of staff searches the immediate vicinity but does not search beyond that.
- The staff contact the police using a mobile phone and report the child as missing.
- The Headteacher is notified immediately and a member of SLT makes their way to the venue to aid the search wherever possible and to be the point of contact for the police as well as support to staff.

- Staff take the remaining children back to school.
- The Headteacher or person in charge of the school contacts the child's parents who make their way to the school or the venue as agreed with the person in charge.

### **The Investigation**

- The Headteacher carries out a full investigation taking written statements from the staff present at the time or who were on the outing.
- The key person/staff writes an incident report detailing:
  - The date and time of the report
  - What staff/ children were in the group/outing
  - When the child was last seen in the group/outing since then
  - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- All incidents of children going missing from the school will be recorded in the Incident Record Book, and in cases where either the police or social services have been informed, OFSTED will also be informed as soon as is practicable.

January 2019

Review: January 2022