



Missing Child Policy

Reviewed by:	Chris Hancock-DSL Isabel Mouzo- EYFS DSL	September 2023
Approved by:	Trish Watt -Headmistress	September 2023
Next Review Date:	September 2024	

Policy Statement

This policy applies to staff (including volunteers), pupils and parents of Eaton Square School (the school) and may be read in conjunction with the Safeguarding and Child Protection Policy. The procedures in this policy may be adapted as necessary. The Head and the Deputy Heads have a wide discretion in relation to the procedures in this policy.

This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the school or review the policy on the school's website.

Policy Aims

Through the operation of this policy, we aim to:

- protect the health and safety of pupils at the school;
- ensure that School staff know how to respond if a child goes missing.

Responsibility

The proprietor delegates appropriate responsibilities for the day-to-day management of Eaton Square to the Head. In practice, all members of staff contribute to the safety of pupils at the school by providing appropriate supervision in accordance with the directions of the Head and Senior Leadership Team. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be, has a duty to inform the child's form teacher without delay.

Procedure for Child Missing During the School Day

If a member of staff notes that a pupil is missing during the school day, he/she should contact the Reception/the Registrar immediately.

Reception/the Registrar will then:

- check whether there is a legitimate reason for the child's disappearance, e.g., early collection by a parent for an appointment
- check the child's timetable for that day (where relevant)
- check with all departments where the child may be having an extra lesson



If the child cannot be found following the above investigation, the child's form teacher will notify the Deputy Head Pastoral, or in his/her absence, the senior member of staff on duty. The form teacher will conduct an initial search using assistance from Reception/the Registrar, with involvement from the Deputy Head Pastoral or senior member of staff on duty as required. The Head will be kept informed by the Deputy Head Pastoral or senior member of staff on duty.

As part of the initial search process, the child's friends and classmates will be asked if they have any knowledge of the missing child's whereabouts and searches will be carried out, both inside and outside the building.

If the pupil is not found after the initial search (usually within 10 minutes), the Deputy Head Pastoral or senior member of staff on duty will ring Reception to register the child as missing together with any suggestions as to where the child might be based on information gained from speaking to staff and other pupils. The Deputy Head Pastoral or senior member of staff on duty will:

- contact the child's parents (note that all decisions on contacting parents should be made by the Deputy Head Pastoral or senior member of staff on duty)
- report the situation to the Head.

The Deputy Head Pastoral will then contact the police and any other outside agency after consultation with the parents (where appropriate). The police will be provided with the information listed below, as well as any other information reasonably requested by the police.

Procedure for Child Missing Off-Site

If a child is missing during an educational visit, the following procedure will be followed:

- a roll call will be taken
- staff will maintain the safety and well-being of other children
- the security of the venue will be informed, where relevant
- the group leader will contact the Head, or Deputy Head/Head of EYFS in the Head's absence
- at least one member of staff will search the immediate vicinity

If the child is not found after 10 minutes:

- the police will be called and provided with the information set out below
- the Head, or Deputy Head/Head of EYFS in her absence, will contact the parents of the missing child.

Information to be Provided to the Police

When the School contacts the Police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number
- a description of the clothing the pupil is thought to be wearing.



The information will then be passed to the various police stations through police channels and no further notifications from the school should be necessary.

Review

This policy shall be reviewed every year by the Head and updated as necessary. In undertaking the review, the Head will take into account any incidents that indicate that there may be a problem with supervision, pupil support or security at the school, and any issues raised by individual members of staff, parents and pupils. In the event of a missing child, the head may review this document immediately to learn from any errors.

Record & Review

The school must keep a full written record of any incident of a missing child on CPOMS including:

- the child's name
- relevant dates and times (e.g. when it was first noticed that the child was missing)
- the action taken to find the child
- whether the police or any other external agency were involved
- outcome or resolution of the incident
- any reasons given by the child for being missing
- any concerns or complaints about the handling of the incident
- a record of the staff involved.

A full written record of the incident will be kept on the child's file on CPOMS.

This policy shall be reviewed following any incident involving a missing child and updated as necessary taking into account the particular circumstances and any issues raised by members of staff, parents and pupils.