



**MISSING CHILD POLICY**  
**FOR SCHOOLS WITHIN**  
**THE KEYS FEDERATION ACADEMY TRUST**

**St. Peter's C. of E. Primary School, Hindley**  
**Hindley Green Community Primary School**  
**St. John's C. of E. Primary School, Hindley Green**  
**St. John's C. of E. Primary School, Abram**



**May 2018**

## Missing Child Policy for Schools within The Keys Federation Academy Trust

The policy covers pupils who may go missing during the school day and was reviewed during the Summer Term 2018.

### RESPONSIBILITIES

If the Principal is absent another member of the Senior Leadership Team will take the lead responsibility.

In St. Peter's this will be an Assistant Principal.

In Hindley Green CP this will be an Assistant Principal.

In St. John's Hindley Green this will be an Assistant Principal.

In St. John's Abram this will be an Assistant Principal.

### OVERVIEW

Children should never be allowed to leave the premises during school time except when parents/carers collect for a pre-arranged appointment. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Principal. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

### OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the Principal's permission to leave.
3. To ensure that children who leave school during the school day only do so with the Principal's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

### STRATEGIES

1. If a child cannot be found by their teacher/support worker/ lunchtime organiser, the Principal must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the police must be called by the Principal or office staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff

and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the Principal notified. If in an enclosed space the appropriate staff in that environment can be initially informed before calling the police, for instance to give a message over the tannoy – see *checklist for Educational Visits Leaders which is part of the School's Emergency Plan*.

6. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
7. The Chair of the Board of Directors/Diocese/LA will be notified by the Principal that a child is missing.
8. If a member of staff finds the child the Principal must be told at once. Parents, police and other authorities will be notified.
9. The Principal will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

### **OUTCOMES**

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

This policy was reviewed with due regard to the Equality Act 2010 and Directors are aware of its contents.

Signed *S. Bruton* CEO