



# St Anne's School and Sixth Form College

## Missing Child Policy

This policy was adopted in the spring term 2014, and updated September 2018

### 1. INTRODUCTION

This statement outlines the schools arrangements for ensuring a quick and thorough search of all the internal and external areas of the school grounds in the event of a child being reported missing.

All staff are made aware of this procedure through induction and staff training. A copy of the breakdown of searches will be on display in school and residence for all staff to read. The National Minimum Standards for Residential Special Schools define this as ABSENCE WITHOUT AUTHORITY "the event in which a young person has left the premises unaccompanied, without consent or without prior knowledge of the staff"

### 2. FUNDAMENTAL PRINCIPLES

Children and young people are appropriately supervised at all times according to the individual and group needs. The whereabouts and wellbeing of all children and young people should be known at all times.

In the event of a child being reported missing staff must work swiftly and systemically to find the missing child whilst at the same time ensuring the safety of all the other pupils.

#### **School:**

When the Senior Leadership team SLT receive notification that a child is missing, a search will be undertaken across the site.

Class time - in order to maintain proper supervision of the children whilst freeing up as many staff as possible to undertake a search, the following amalgamation of classes will take place.

- C1, 2, 3, 4, 5 to assemble in the hall, each class to release one member of staff
- C6, C7 to remain in their block
- U1, U2, U3, U4 and U5 to remain in their classroom, each class to release one member of staff
- 6<sup>th</sup> form to stay class based and release 3 staff

Home / Lunch time – as direction from the SLT

Office staff to allocate walkie talkies, and a checklist of areas to the 12 released staff plus any premises staff and residence staff on duty.

### **Residence:**

Notify the senior member of staff on duty immediately. On notification the senior will:-

- Alert all other staff in the building via walkie talkie and allocate staff to check areas.
- It may be necessary for some children to be grouped together to allow staff to search the premises.

If after a full building search the child has not been located, the local police will be contacted.

## **3. ON SITE AREAS FOR CHECKING**

- Car parks
- Poly tunnel / shop area
- Bike track and container
- Sensory garden
- Bottom playground (school)
- School field
- Top playground (residence)
- Mobile library van
- Trampoline area
- Residence building
- Main school building
- Mobile classrooms (school)
- Mobile classrooms (near sixth form)
- Sixth Form building
- Check perimeter gates / fences for damage

## **4. FOLLOW UP PROCEDURES**

- Contact parents / carers of the child or young person
- Record all events on School Pod (incident log, telephone logs (and for residence, in addition – residence welfare log)
- De brief the child (look into counseling if applicable)
- De brief the staff involved
- Make the full staff team aware of the incident
- Update the individual risk assessment
- Report to the Chair of Governors / Safeguarding committee
- Report to the Local Authority if necessary (LADO, 0 – 25 SEND Social Care Team, Head of Children's Services)

## **5. USEFUL CONTACT DETAILS**

Police : 101

School / Residence office: 01482 667379

Residence (telephone 24 hour) : 01482 666217

0 – 25 SEND Social Care Team: 01482 394000