



Missing Child Policy

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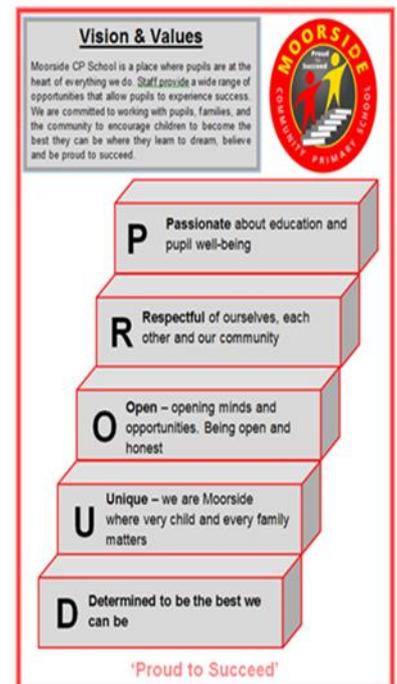
School Aims, Vision and Implementation

Moorside Community Primary School aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially:

- Providing the highest standard of education to enable all children equally to acquire the skills, knowledge and concepts relevant to their future.
- Promoting an ethos of care, mutual respect and support, where effort is valued and success celebrated.
- Enabling children to become active, responsible and caring members of the school and wider community.

The school works towards these aims by:

- Promoting high quality learning and attainment.
- Providing a high quality learning entitlement and environment.
- Valuing each other and ourselves.
- Working in partnership with parents and the community.



Rationale

SAFEGUARDING CHILDREN

Missing child Policy statement

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the school visits procedures and the school's exit/entrance procedures to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure will be followed.

1. EYFS key themes and commitments

These procedures are written in line with current Early Years Foundation Stage guidance – (EYFS). The EYFS co-ordinator is responsible for ensuring all staff understand and follow these procedures with reference to :

1.3 Keeping safe

2.2 Parents as partners

3.4 The wider context

1.4 Health and well-being

2. Procedures

2.1 Child going missing on the premises

- As soon as it is noticed that a child is missing staff should alert senior Leadership.
- A team of staff will be appointed to carry out a thorough search of all school buildings and outside areas.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Statements will be taken to establish when and where the child was last seen.
- If a security breach is a possibility, Senior Leadership should implement a lockdown of the school.
- If the child is not found, their parent/carers are contacted and the missing child is reported to the police.
- A full incident report will be completed detailing how the breach of security occurred. Children's social care may be involved if it is likely that there is a child protection issue to address.
- Calderdale Security Leadership Service (CSMS) will be contacted to review the schools security arrangements.

2.2 Child going missing on an outing

This describes what to do when staff have taken a group of pupils out of school.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
One staff member searches the immediate vicinity but does not search beyond that.
- The Head Teacher is contacted immediately and the incident is reported.
- The Head Teacher contacts the police and reports the child as missing.
- The Head Teacher contacts parents, and it is agreed where they will meet staff at school or the outing venue. School is advised as the best place, as by the time the parent arrives, the child may have been returned.
- Staff take the remaining children back to school.
- The Head Teacher will begin to gather evidence for a full investigation.

- A designated staff member may be advised by the police to stay at the venue until they arrive.

2.3 The investigation

- Staff should keep calm and should not let the other children become anxious or worried.
- The Head Teacher will agree who will speak with parent(s).
- The Head Teacher with key staff will carry out a full investigation taking written statements from all the staff concerned, detailing:
 - The date and time of the report;
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child;
 - When the child was last seen in the group/outing;
 - What has taken place in the group or outing since the child went missing; and
 - 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 should co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported in line with the Calderdale's safeguarding reporting system.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The insurance provider is informed.

2.4 Managing people

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of the missing child. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. Senior Leadership need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- Senior Leadership will comply with the authority's policy for supporting staff involved in a serious incident.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others. When dealing with a distraught and angry parent, there should always be two members of staff present. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- Staff should report any aggression/violence via the authorities reporting system. The authority will be responsible for reporting this externally to the Counter Fraud and Security Leadership Service.
- Other children may also be sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome; staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Head Teacher will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

3.0 Disseminating and Implementing this Policy

All staff will be required to read this policy on their induction and to comply with the contents of the policy. The policy will be kept in the staff server policy folder and will be available for staff to refer to at all times.

The implementation of the policy will be monitored by Senior staff on a day to day basis.

If incidences of non-compliance do occur, this will be dealt with on a case by case basis through performance leadership of staff.

Any adverse incidents will be recorded and reviewed to ensure the policy is fit for purpose.

The policy will be formally reviewed annually.