

## **Missing Child Policy**

At Step by Step School, the safety of all children will be given the highest priority. Under Section 3 of the Health and Safety at Work Act, 1974 and in Common Law, schools and other education settings owe a duty of care towards their pupils. This duty of care requires that all reasonable steps are taken to ensure that pupils are safe and remain within the care of the school at all times throughout the school day and during school led activities.

Staff must always be very aware of the potential for children to go missing either onsite or by absconding from the school premises.

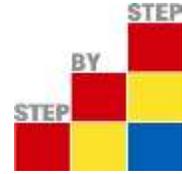
All staff must be aware of the procedures to be followed if a child goes missing. This can be a very stressful time for all concerned. Every care is taken to ensure that all children are kept safe. Risk assessments are carried out to ensure that the school and setting is as safe as possible and children should never be allowed to leave the premises on their own. It is possible, however, that despite all precautions a child cannot be accounted for and goes missing. This policy is designed to put in place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

## **Preventative Procedures**

Systems must be in place to ensure that children do not go missing. These include:

- Ensuring that all exits are kept closed.
- Children must be made aware of the boundaries of the school.
- Children must be supervised at all times and there will be sufficient staff available to ensure this happens.
- Head counts should take place regularly through the day and particularly when a class has been out of the classroom.
- Parents/carers must inform the school in advance if their child has an appointment which will require them to arrive at or leave school during school hours. This is logged on the system and distributed to the staff team
- Children will not be allowed to leave the school with anyone other than the authorised persons unless the school has been informed otherwise and that alternative person is identified.
- Any visitors to school will be signed in and out. They must be let into the school by a member of staff; also seen off the premises by a member of

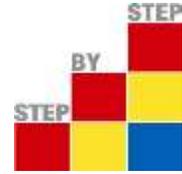
## STEP BY STEP SCHOOL



staff to ensure that no doors are left open and the safety of the children is maintained.

### Reactive Procedures

- If a child cannot be found, the Head Teacher/ nominated member of SLT must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt action must be taken by all.
- The remaining children will be left in the care of a suitable adult(s). All other staff will conduct a thorough search of the premises (child's classroom, storage areas, toilets, the school building) and the school grounds, with the staff team being careful not to create an atmosphere of panic.
- The Head Teacher/nominated member of SLT will nominate two staff to search the area in the immediate vicinity of the school. All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school site.
- If after 5 minutes of thorough searching, the child is still missing, the police must be called by the Head Teacher/ nominated member of SLT.
- If the child is not found in the school, the child's parents/carer will be contacted by the Head Teacher/ nominated member of SLT and informed of the situation.
- While waiting for the police and the parent / carer to arrive, searches for the child will continue. During this period, the other members of staff will maintain as normal a routine as possible for the rest of the children in the school.
- The Head Teacher/ nominated member of SLT will be responsible for meeting the police and the missing child's parent/carer. The Head Teacher/ nominated member of SLT will be responsible for co-ordinating any actions instructed by the police and do all they can to comfort and reassure the parents/carers
- The LA will be notified by the Head Teacher/ nominated member of SLT that a child is missing, so that additional support can be provided. Governors will also be informed as soon as is practicable.
- If a member of staff finds the child, the Head Teacher/ nominated member of SLT must be told at once. Parents, police and other authorities will be notified.
- Once the situation has been resolved, a full written account of the incident will be recorded and held on file.
- Further risk assessments will be carried out to ensure that the incident does not happen again.



### **Absconding from premises**

In the event of a child attempting to and/or successfully absconding from the school premises while in the presence of a staff member, the allocated staff member is to message to the whole school using the walkie talkie: “Emergency help required in the \*location\*.”

While help is arriving, the staff member is to closely follow the pupil as best they can and provide updates for other staff members in order for them to come and help. Staff must only follow the pupil if it is safe to do so and continuing to evaluate the risks as they move away from the school premises (e.g. uneven fields).

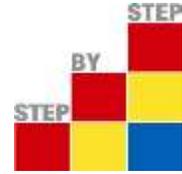
All available staff members to respond to urgent call for help, including the Head teacher and members of the SLT. Staff who are allocated to a pupil are to remain in school and not respond. Further assistance will be called if required.

In the event that the pupil is moving towards a potentially life threatening hazard (e.g. a busy road), the closest staff member is to provide the pupil with information about the situation (e.g. “you are going towards a main road where you can get hurt”). Provide an alternative route for the young person if they need to keep moving or if there is an immediate threat to life, the member of staff will need to warn the pupil that they will need to support the young person to stop. Staff will support the pupil to stop by using what is reasonable, proportionate and necessary as outlined in Team Teach.

### **Off Site Visits**

- When a group of children are taken out of school, risk assessments must be completed in advance by the Group Leader and checked by the Class Leader. All staff read and sign these risk assessments prior to the outing.
- A list of children must be carried by staff on the visit.
- Regular head counts will be undertaken by staff.
- Staff ratios during offsite visits will be based on pupil’s risk assessments, i.e. 2:1, 1:1 or 1:2 in some instances
- For some pupils, it may be deemed too much of a risk for them to attend some community outings based on the possibility that they will abscond. This will be determined by their individual risk assessment and will be made a main focus on their Individual Learning Plans (IEP).
- A school mobile phone will be taken on all visits.

## STEP BY STEP SCHOOL



- If a child goes missing the other children will be gathered together and a member of staff assigned to look for the child. An urgent but thorough search should be made of the immediate vicinity.
- 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.
- The Head Teacher/ nominated member of SLT be informed immediately, so that the parents/carers can be informed.
- If the child is not found immediately, the police must be contacted in the area where the visit is taking place.
- If a member of staff finds the child, the Head Teacher nominated member of SLT / must be informed at once. Parents, police and other authorities will be notified.
- The Senior Leadership Team will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

<b>Policy</b>	Missing Child
<b>Statutory requirement?</b>	No
<b>Reviewed/Approved</b>	November 2020
<b>Responsible Officer</b>	OK
<b>Responsible Governor/s</b>	CJ
<b>Date of previous version</b>	November 2018
<b>Frequency of Review</b>	Every three years
<b>Date of next Review</b>	November 2023