

Brookes UK

Missing Child Policy



This policy was approved for publication on: **Sept 2021**

This policy will be next reviewed on: **Sept 2024**

To prevent a child going missing, a register is checked twice a day as well as club/ after care registers, which are taken with the groups.

Children are made aware of the boundaries of each room/learning space/the grounds and on outings and risk assessments are in place for all areas of the school and all trips and curriculum activities.

Children are supervised at all times; visitors are recorded arriving and leaving.

Children are picked up from the school gate after school or clubs and are only handed to known individuals whose contact details are registered with the school or are provided by letter/email from the parents.

In the event of a child being lost from the school grounds, the following action should be taken:

- Alert the Principal, who will make enquiries to relevant members of staff as to when the child was last seen and where;
- Call the register to check and establish which child is missing;
- Remember the safety of other children, with regard to supervision and security;
- Ensure that the remaining children are sufficiently supervised and secure, one or preferably more members of staff should search the building;
- In the first instance and depending on the time of day and age of the child, this should be the person that the child knows best;
- For an older child it is appropriate for the caretaker/facility manager to be called to do this and entry to all toilets should be preceded by a loud knock and a call to say that the caretaker is coming in to avoid CP issues.
- The school and grounds should be searched starting with the place the child was last seen or most recent classroom and moving to most likely other places that the child might go (library, siblings class, previous class/next class/toilet/office/shed/peri room/cupboard etc.);
- Staff involved in searching should take a walkie talkie and report back to School Office;
- Staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. Young children might be in a home corner/dressing up area;
- Other sites are to be contacted to check the child has not joined another group on an outing or match if appropriate;
- If the child cannot be found within fifteen minutes then the Principal will take the decision to telephone the child's parents and the police.
- If this event takes place at home time, all named adults related to the child should be contacted to see if he/she has been picked up by another adult;
- Friends of the child should be rung in case there is a forgotten playdate (NB this is the most common thing to happen);
- Continue to search, opening the area, keeping in touch with mobile phones/walkie talkies if available;
- If the child cannot be found within fifteen minutes then the Principal will take the decision to telephone the police.

When the situation has been resolved, members of staff should review the reasons for it happening and ensure that appropriate measures are taken.