



**THE PIGGOTT SCHOOL:  
Charvil Primary**

*'...to be a school which inspires and encourages the highest achievement'*

**Missing Child Procedures**

The welfare of children in our care is paramount. In the event that a child goes missing from school or on an outing, we will put in practice agreed procedures. These ensure the child is found as soon as possible and that the correct people are informed.

**Procedure if a child is found to be missing on site:**

Appropriate steps are taken to ensure that the premises and surrounding areas are secure. The main school gates are locked during the school day. The attendance register is taken at the beginning of the morning and afternoon sessions in every class. Each member of staff is aware of any children who are absent. Children who arrive late must be recorded in the register and those who leave early should be marked out accordingly. A signing in and out book is kept in the school office and parents record when children arrive late or leave early.

We ensure all children fully understand the boundaries of where they can and cannot go. We are extra vigilant of the whereabouts of new children, ensuring they are aware of the boundaries. We ensure we have appropriate adult to children ratios depending on the needs of the individuals within a group.

**In the event of a child being found to be missing, it is vital that prompt action is taken.**

- 1) The missing child (children) should be identified and the last known whereabouts noted.
- 2) The Deputy Head Teacher (or member of staff in charge) and should be immediately informed.
- 3) A systematic search will be carried out to see if the child can be located in the surrounding area, whilst the other children are gathered together with members of staff.
  - i. Toilets, cloakrooms, cupboards, under tables. Any surrounding areas in the school where a child might hide.
  - ii. Outside areas, including playground, courtyard, playhouse, climbing frame
  - iii. Check all exits for where a child may have been able to leave the premises or site.

(Points i and iii will be completed at the same time by 2 members of staff)

**If the child is found at this point, please refer to the behaviour policy.**

- 4) The Deputy Head Teacher (or member of staff in charge) will then inform:
  - **The police and/or any other emergency services.** The police have the resources to conduct a search and speed is important.
  - **The parents/carers of the child.** Parents should be advised to be at home in case the child arrives there and that we are contacting the emergency services. Also inform parents that a member of staff is searching the immediate surrounding areas of the school, such as the car park and the route the child may take home.
  - If the parents/carers were unable to be contacted, we would use the emergency contacts list for the child, but only after the police had been informed.
  - The Headteacher
- 5) **Check route home** (If the child cannot be located at school or the immediate surrounding area, a member(s) of staff should search along a possible route the child might take to get home. Where possible they should take a mobile phone to keep in contact. If a member of staff arrives at the house without finding the child they should make contact with the group for further instructions.)
- 6) **Check CCTV images.** A member of office staff should access the CCTV system.
- 7) **Record of events.** The following details are noted in order to help as much as possible in the investigation and search.
  - Date, time and location of disappearance
  - A brief description of the child, including any distinguishing features
  - Circumstances surrounding disappearance
  - Time parents/other agencies contacted
- 8) **A full written report of the incident is recorded and filed in the pupil's records.**

**Procedure if a child is found to be missing whilst on an outing:**

When taking children out on visits all adults are allocated the correct ratio of children according to the 'outings ratio'. Some children may be accompanied by a parent when out on a visit. All adults are provided with a list of children in their group and children remain with the adult in charge of their group throughout the visit. All adults frequently check throughout the visit that they have all the children in their group. A head count of the whole group is taken at appropriate points throughout the visit, e.g. when on the coach before leaving school and before returning home on the coach.

A meeting point is organised on arrival and all adults and children are informed to meet here if they become separated from the group.

In the unlikely event that a child goes missing from the group the accompanying adult will:

- 1) **Inform the member of staff in charge.** This person will organise for all children and adults to come together as a whole group and a register will be taken.
- 2) **A systematic search will be carried out to see if the child can be located in the surrounding area.**
- 3) **If the child is not found, staff in charge of visit to phone the police and/or any other emergency services, providing the following information:**
  - Your name and location
  - Child's name and full address
  - Description of the child
  - The length of time missing
  - The action you have taken to date
- 4) **Inform the establishment that a child is missing.**
- 5) **Telephone school to inform the Deputy Head Teacher (or member of staff in charge).** Providing following information – name of missing child (children), last known whereabouts, how long they have been missing
- 6) **Deputy Headteacher (or member of staff in charge) to contact the parents.** Inform them a thorough search of the area is taking place and the police are being informed.
- 7) **Deputy Headteacher to inform Headteacher**
- 8) **Arrange for the children on the visit to return to school and 1 member of staff in charge of the visit to remain at the site. A deputy headteacher would go to the site to collect the remaining staff member.**
- 9) **A full written report of the incident is recorded on CPOMs**