

St Cleopas C of E Primary School



MISSING CHILD POLICY

Mission Statement:

We are a distinctive, inclusive, Christian school, where everyone is welcomed and valued. We aim to nurture and develop opportunities for lifelong learning through a caring and inclusive ethos. We seek to help children to know God and find ways of relating to Him. We come together in a friendly, creative community to develop our cultural lives, spirituality and abilities through the core values of Love, Trust, Care, Respect and Joy all given and received in Jesus' name.

"...love one another. As I have loved you, so you must love one another, then everyone will know that you are my disciples".

John 13:34-35

OVERVIEW

School is a safe and secure environment for children. Children should never be allowed to leave the premises alone during school time without the headteacher's permission and only in exceptional circumstances, with an appropriate adult. It is possible that on some occasions a child may leave the premises without the knowledge of staff or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to the safety of school.

Policy Aims:

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours unless they have the headteacher's permission to leave.
- To ensure that children who leave school during the school day only do so with the headteacher's permission and that they are accompanied by an authorised adult or with the express permission of an appropriate adult.
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

What to do if a child leaves the school site without permission:

- If a child cannot be found by its teacher, the headteacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
- The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
- If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
- Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
- If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the headteacher notified.
- As soon as possible, the parents will be notified that their child is missing.
- The LA will be notified by the headteacher that a child is missing.
- If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
- The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.
- The incident will be logged on the school's safeguarding reporting system CPOMs and any other relevant safeguarding action in line with the Child Protection Policy will ensue as appropriate.

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point and all actions should strive to culminate in the safeguarding of the child.

