



MISSING CHILD POLICY

“Springfield is a caring, supportive and innovative school where everyone is recognised and appreciated as an individual. The golden thread running through our vision is the mental health and wellbeing of our school community. By creating a safe, supportive and relational environment for all, we enable our children to be ambitious and to reach their full potential, so that they can take their place in their community and in the wider world.”

OVERVIEW

Children should never be allowed to leave the premises during school time without the Headteacher’s permission. It is possible that on rare occasions that a child may find a way to leave the premises without the knowledge 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 school.

OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the Headteacher’s permission to leave.
3. 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.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child ‘goes missing’ during the school day, they are located quickly and returned safely to the school.

STRATEGIES

1. 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.
2. HT will arrange for the school bell to be rung **3 TIMES** in short succession. **All available staff will report to the hall. HT will ask the staff to search specific parts of the school.** If the child is located, the bells will ring again to call off the search. Available staff will conduct a thorough search of the child’s classroom, play areas, storage areas, toilets, the school building, and the school grounds.
3. The remaining children must be left safe in the care of suitable staff. Only available staff will join the search. If the child is not found within a short period of time, the police must be called by the Headteacher or a member of the SLT.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. 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.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the Headteacher that a child is missing.
8. If a member of staff finds the child, the Headteacher must be told at once. Parents, police, and other authorities will be notified.

9. The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

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.

Samaira Nasim
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