



Missing Child Policy

Updated 03 March 2018

Review Date 30th June 2018

“To ensure that all children are kept safely on the school premises during school hours.”

Missing Child Policy

Overview

The welfare of all students at RISE Education is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the entire time that he or she is in our care.

Children are not allowed to leave the premises during school time without the permission of the School Inclusion Manager (SIM). It is possible that on some occasions a child may leave the premises without the knowledge or permission of the SIM. This could occur during a routine school day, on a local school trip or during a residential trip. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that child.

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 SIM's permission to leave.
3. To ensure that children who leave school during the school day only do so
 - a. with the SIM's permission and
 - b. 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 all teachers and school staff keep the children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day he/she is located quickly and returned safely to school.

Strategies

1. If a child cannot be found by the teacher and/or mentor, the SIM **must be notified immediately and told where and when the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children in the class will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds.
3. The Police must be called by either the SIM or other member of the Senior Management Team.
4. Members of staff, where available, may be sent to search the local area.
5. If a child is missing during an outing or school visit the teacher in charge must ensure that the remaining children are safely cared for by other staff and adult helpers. An urgent but thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called and the SIM and school notified.
6. School will immediately notify the child's parents.
7. The Local Authority will be notified by the SIM that a child has gone missing.
8. If the child has been located the SIM, Police, parents and the Local Authority will be notified.
9. The SIM will investigate how the incident occurred and will take the 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 occurrence. This Policy is designed to be put into place swiftly and effectively in order for actions to be taken to locate any missing child, and to notify and involve parents and the authorities at every point

Specific action to be followed by staff if a child goes missing from the School

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

1. If a child cannot be found by the class teacher, the SIM **must be notified immediately and told where and when the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children in the class will be left safe in the care of suitable staff. All other

- available staff will conduct a thorough search of the school and its grounds.
3. The Police must be called by either the SIM or other member of the Senior Management Team.
 4. Members of staff, where available, may be sent to search the local area.
 5. School will immediately notify the child's parents.
 6. The Local Authority will be notified by the SIM that a child has gone missing.
 7. If the child has been located the SIM, Police, parents and the Local Authority will be notified.
 8. The SIM will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

Specific action to be followed by staff if a child goes missing on an outing

1. An immediate head count would be carried out in order to ensure that all the other children were present
2. An adult would search the immediate vicinity
3. The remaining children would be taken back to school
4. Inform the SIM by mobile phone
5. Ask the SIM to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school at once
6. Cont40
7. act the venue Manager and arrange a search
8. Contact the Police
9. The Child Protection Officer would inform the Local Children Safeguarding Board
10. The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care
11. Inform the Head of School
12. Ofsted will be informed if the pupil is part of the Foundation Stage
13. If the child is injured a report would be made under RIDDOR to the HSE.
14. Full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Specific action to be followed by staff if a child goes missing on a residential trip

1. Take an immediate head count in order to ensure that all the other children are present
2. An adult must search the immediate vicinity
3. The remaining children will be taken back to the residential base.
4. Inform the SIM by mobile phone

5. Ask the SIM to ring the child's parents and explain what has happened, and what steps have been set in motion. If appropriate ask them to come to the venue at once.
6. Contact the venue Manager and arrange a search
7. Contact the Police
8. The Child Protection Officer would inform the Local Children Safeguarding Board
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
10. Inform the Head of School
11. Ofsted would be informed if the pupil is part of the Foundation Stage
12. If the child is injured a report would be made under RIDDOR to the HSE.
13. A full record of all activities taken up to the stage at which the child was found must be made for the incident report. If appropriate, procedures would be adjusted.

Action to be followed by staff once the child is found

1. Talk to, take care of and, if necessary, comfort the child
2. Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
3. The SIM will speak to the parents to discuss events and give an account of the incident.
4. The SIM will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
5. Media queries should be referred to the SIM
6. The investigation should involve all concerned providing written statements
7. The report should be detailed, covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

School Search Form

Missing Pupil Procedures Initial search areas for a child reported missing from RISE Education. If the child is not found in the vicinity of the RISE Education, a wider search of the school and grounds will be organised and co-ordinated staff.

Tick area searched when completed.

Rear Building (RISE Annex)

Area	<input type="checkbox"/>	Area	<input type="checkbox"/>	Area	<input type="checkbox"/>
Computer Room	<input type="checkbox"/>	English Room	<input type="checkbox"/>	Intervention room	<input type="checkbox"/>
Girls toilet	<input type="checkbox"/>	Boys Toilet	<input type="checkbox"/>	Rear Car Park	<input type="checkbox"/>

Front Building

Area	<input type="checkbox"/>	Area	<input type="checkbox"/>	Area	<input type="checkbox"/>
LRC	<input type="checkbox"/>	Maths Room	<input type="checkbox"/>	Science Room	<input type="checkbox"/>
Church Room	<input type="checkbox"/>	Common Room	<input type="checkbox"/>	Students toilet	<input type="checkbox"/>

Vicinity around School

Area	<input type="checkbox"/>	Area	<input type="checkbox"/>	Area	<input type="checkbox"/>
Alley Way	<input type="checkbox"/>	Red Brick Building	<input type="checkbox"/>	Town Centre	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>