

HAZELDENE SCHOOL



**MISSING CHILD POLICY
REVIEWED SEPTEMBER 2016**

SIGNED DATE.....
HEADTEACHER

SIGNED DATE
CHAIR OF GOVERNORS

TO BE REVIEWED OCTOBER 2018

Hazeldene School

Missing Child Policy

If a child goes missing during the school day then this automatically becomes an emergency. A quick response is crucial.

The Headteacher must be informed immediately.

There are four possible ways in which a child could be considered “missing”.

1. He/she is not there for registration after the parent has brought them into school or
2. He/she is not there when the parents come to collect at the end of the session
3. He/she is there for registration but goes missing at some point during the morning or afternoon sessions
4. He/she has been registered as in school but is not there for register check at lunchtime or at the end of lunch time.

If this is the case.

- Check he/she was definitely registered in school that day.
- Check the “signing in/signing out book” to confirm that he/she has not been taken out of school for a medical appointment or for another reason
- Check with school staff that the child has not been taken home early by parents or another family member without authorising this through the office.
- Check with school staff, who may have heard or seen that they have gone home with a friend. If this is suggested telephone the child’s parents/carers and explain what the school staff has told you. You may also ask the school to phone the friend.
- If the child is located, explain to him/her how important it is that an adult always knows where they are
- If some-one has collected he/she early then explain to the carer that that the school was very concerned because they thought the child was missing. Explain the procedure to the carer that any child being taken off school premises should be signed out.

If a child disappears during the school day then the class teacher should:

- Check with all members of staff when the child was last seen, and that they have not been collected whilst something else was going on (check signing out book to confirm).
- Organise a thorough and systematic search of the building and surrounding area.

- Try not to worry other children but ask them when they saw the child last e.g. were they playing a game together at lunchtime or break time.

If the child cannot be located after ten minutes then the headteacher will:

- Telephone parents to explain the situation and double check that the child is not there or their whereabouts known.
- Telephone the police to report a missing child and give a detailed description of the appearance of the child e.g. what he/she looks like, what he/she was wearing.

If a child should run out of school then the headteacher should be informed immediately. The headteacher will contact the police and parents. No member of staff should chase the child because this may result in the child running away and into the path of an oncoming vehicle. However, a member of staff should talk quietly to the child and try to persuade he/she to come back into school so that we can sort any problems out. If this isn't successful then a member of staff should follow the child at a safe distance and keep the child in sight if at all possible.

To reduce any potential for a child going missing the school gates must be locked and secured during the school day. It is the responsibility of every adult in school to close and secure gates should they be left open by anyone.

Written by Helen Ward

Policy to be reviewed in October 2018