



Missing Child Policy

Moor Allerton Preparatory School

1. Overview

The welfare of all of our children 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 deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

2. Actions to be followed 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:

- Take a register in order to ensure that all the other children were present
- Inform the Head
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s)
- At the same time, arrange for one or more adults to search everywhere within the school - firstly the immediate areas - and then the remaining school site, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Update the Head
- The Head will ring the child's parents to explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Head will notify the Police
- The Head would inform the Local Children Safeguarding Board
- The Head will arrange for staff to search the rest of the school premises and grounds again
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Head will inform a director of the school
- The director will inform the insurers
- A report would be made under RIDDOR to the HSE if applicable

A 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.

3. Actions to be followed if a child goes missing on an outing

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity

- The remaining children would be taken back to school
- Inform the Head by mobile phone
- The Head will 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/ the school at once
- Contact the venue Manager and arrange a search if applicable
- The Head will notify the Police
- The Head would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Head will inform a director of the school
- The director will inform the insurers
- A report would be made under RIDDOR to the HSE if applicable

A 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.

4. Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will conduct a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- 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 length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future
- Procedures should be amended/updated and any training, identified as necessary, implemented

Date	Position	Name of reviewer	Date of next review
September 2018	Headmistress	Mrs A. Ewart-Jones	September 2019
September 2018	Director	Mr R. Stattersfield	September 2019