



## **MISSING CHILD POLICY**

“Learning to make the world a better place”

<b>Reviewed</b>	<b>Spring 2016</b>
<b>Next Review</b>	<b>Spring 2017</b>

## **Missing Child Policy St Johns Angell Town CE** **Primary**

**This Policy is linked to the School Journey and Educational Visits Policy. The two policies work side by side with each other. It is also linked to the School Safeguarding Policy and Health and Safety Policy and Trip Guidelines Document.**

At St John's we ensure missing or absconding children is an extremely rare event, if at all. We do this by:

- Ensuring all children feel safe and happy and are supported well academically and pastorally in school.
- Maintaining excellent relationships with parents and outside agencies.
- Ensuring children with SEN or Emotional and Behavioural issues are planned for thoroughly and special procedures are put in place if their particular need may make absconding/getting lost more likely.
- Having sound security measures in school and within the school grounds.
- Having sound procedures for adults leaving after school clubs which must include signing children in and out and staying on school premises until every child has been collected.
- Ensuring detailed risk assessments are made for outside visits which must follow the Trip Guidelines agreed by all staff.

**In the unlikely event of a child leaving school premises then the following action would be taken:**

1. Does the child have an IEP? If so there may be detailed strategies for dealing with this. This document should therefore be consulted straight away.  
*If the Inclusion Manager feels that leaving the school may be a likely action of a particular child then he/she would discuss this with all staff (and possibly children if appropriate) and ensure copies of the procedure are readily available*
2. Parents of the child should be called immediately.
3. Staff may look for the child if this is deemed appropriate by the Head Teacher or member of SLT in his/her absence.
4. If child has not been located within 5 minutes then police should be called and their advice followed.

**After the child is found the school must:**

1. Review its security systems.
2. Carry out an ABC (antecedents, behaviour and consequences) of the event and put action into place to prevent this happening again.
3. Discuss and act upon any behaviour from either children or staff that contributed to the event.
4. Conduct an urgent meeting with parents to provide preventative measures.

## **A Child Missing on an Outside Visit.**

ALL TRIPS MUST BE RISK ASSESSED USING THE AGREED FORMAT. ALL ADULTS ATTENDING A TRIP MUST REFER TO THIS DOCUMENT AND 'TRIP GUIDELINES AT ST JOHNS'. THIS INCLUDES TEACHERS, PARENTS AND TEACHING ASSISTANTS.

At St John's we aim to prevent missing children on trips first and foremost by thorough risk assessment. Children who are likely to go missing must be accounted for in the planning and there may be a need for a higher adult ratio or asking a parent to attend. In a minority of cases a child may need to miss a trip for their own safety. Teachers and SLT must ensure the learning missed is provided another way.

### **Should a child go missing whilst on an outside visit:**

- All children should be assembled together quickly and registered (could they be in the wrong group? Have they gone missing alone or with a friend?) If the teacher has planned for groups to be in different places of the establishment then mobile numbers should have been swapped and adults should have their phones to hand.
- Establish the last time/place the child was seen or whether anyone saw the child leave the group
- Divide the adults. The majority stay with the class, two search for the lost child for five minutes maximum (only if he/she was last seen at a nearby place)
- If after 5 minutes they have not been found then lead adult is to:
  1. Inform the management of the establishment (to ensure doors, exits are closely monitored)
  2. Phone police and follow their advice.
  3. Phone the school to inform parents

### **Once the child is safely found then the school should:**

- Review its risk assessment procedures and be clear about what caused the event – risk assessments, behaviour management, management of venue etc?
- Carry out an ABC (antecedents, behaviour and consequences) of the event and put action into place to prevent this happening again.
- Discuss and act upon any behaviour from either children or staff that contributed to the event.
- Conduct an urgent meeting with parents to provide preventative measures.

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