



Chapelford Village Primary School

Missing Child Policy

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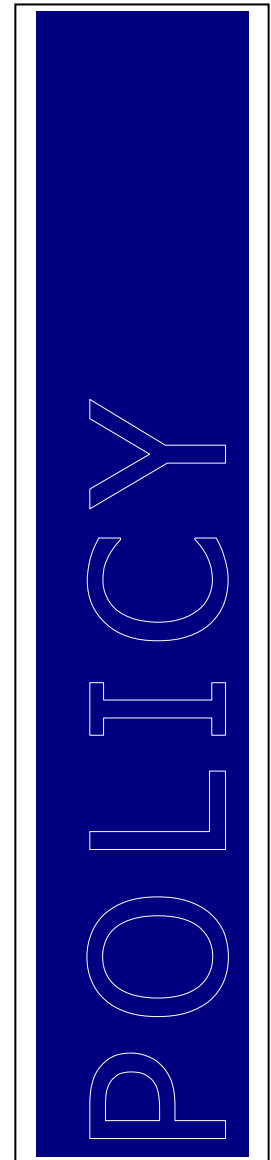
DOCUMENT STATUS

Version	Date	Action
1	Summer 2009	Adopted by Governing Body
1	Spring 2016	Reviewed annually
1	Autumn 2018	Reviewed policy

Ratified by governors on

Chair of Governors

Head Teacher





MISSING CHILD POLICY

OVERVIEW

Children should never be allowed to leave the premises during school time without the Headteacher's permission. It is possible that on some occasions a child may 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 their teacher or by any other member of school staff, the Headteacher must be notified **immediately and told who the child is, when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all. In the absence of the Headteacher the Deputy Headteacher must be notified.
2. The remaining children will be left safe in the care of suitable staff. All other 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 School Business manager/Office Manager will co-ordinate the search areas as identified below.
4. Any available staff including maintenance staff will be directed to undertake a thorough search of the immediate area surrounding the perimeter of the schools, i.e.: Sainsbury's car park, Sainsbury's, Chapelford Farm pub, Dakota Park, and school community car park.
5. If the child is not found within a short period of time, the police and Multi Academy Strategic Safeguarding Lead must be called by the Headteacher or staff member.
6. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
7. 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.
8. As soon as possible, the parents will be notified that their child is missing.
9. The CEO will be notified by the Headteacher that a child is missing.
10. If a member of staff finds the child the Headteacher must be told at once. Parents, police and other authorities will be notified.
11. The Headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

12. Children's social care should be notified immediately if a child with a child protection plan, or a child about whom there are child protection concerns goes missing

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.