



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL

Missing Children in School

Author:	Jane King
Committee:	-
Last Review/Update:	March 2019
Level of Change:	-
Next Review:	September 2025

Believe. Belong. Become.



HILLSBOROUGH
NURSERY & PRIMARY SCHOOL



The welfare of children in our care is paramount. Children may go missing and EVERY member of staff has equal responsibility in ensuring the safety of all the children and knowing where they are.

Stage / Section	Details
<p>Child / Children Identified as Missing</p>	<p>The Headteacher/SLT and DSL will be informed IMMEDIATELY by telephone OR face to face that a child is missing.</p> <p>Essential information: full name, year group, clothing, place/time last seen</p>
<p>Immediate Actions</p>	<p>The following actions will then take place as simultaneously as possible:</p> <p>A systematic search will be organised by the Headteacher/Assistant Headteacher/DSL</p> <ul style="list-style-type: none"> • All staff not responsible for a class MUST report to the main reception IMMEDIATELY and will be deployed in the search for the child (see appendix A for list of areas to search). • Search areas must include school grounds and the immediate areas outside of school. A member of SLT will be deployed to search route home. <p>Parents will be informed by the Headteacher or Assistant Headteacher</p> <ul style="list-style-type: none"> • If they do not answer the phone, a message will be left on any answering service before attempting alternative numbers. • Parents to be advised the police have been rung, a member of staff has been deployed to search the route the child may take home and parents should be advised to stay at home in case the child arrives there. <p>Inform the Police</p>

<p>If the child is located</p>	<ul style="list-style-type: none"> • Staff to ensure child is safe and inform Head/Assistant Head immediately. • Parent and police informed. • Staff to stand down. • Debrief with Head/DSL - informing INOVA Safeguarding Team and Chair of Governors. • Staff members to be offered supervision if appropriate. • Review and planning to take place.
<p>If the child is NOT located within first sweep of school site and immediate outside</p>	<ul style="list-style-type: none"> • Staff to report to Head/Assistant Head that the child has not been located. • Staff to repeat the search and check again until the child is located.

Systems in place to minimise the risk of children going missing

- Appropriate steps are taken to ensure that the premises and surrounding site are secure.
These include:
 - Double handles to store/outside and office doors
 - The gates to the playground are locked throughout the day, any FS child arriving late to school must be brought to building by a parent or carer after visiting main entrance to the school. The late book must be signed by the parent/carer.
- During entry to the building through the FS2 door one member of staff acts a 'wicket keeper' ensuring that no child leaves the premises.
- During the handover of children on entry to FS1, one member of staff acts as a 'wicket keeper' ensuring that no child leaves the premises.
- All children entering FS will self register; this will be away from the outside door.
- The official attendance register is taken at 8.50 am, the start of the school day.
- The number of children attending in each class is recorded on a display board in the classroom.

- It is the responsibility of every member of staff to be aware of how many children are present and a quick head count should be taken at intervals during each session.
- Children who arrive late must be recorded in the register and those who leave early should be marked out accordingly.
- Extra care should be taken to be aware of the whereabouts of new children and ensure they know the boundaries of where they can and cannot go.
- Parents will be advised of our security procedures. A notice briefly explaining the procedures will be displayed at all times and it will be discussed at home and transition visits. Parents will be given the opportunity to discuss any concerns, particularly if their child has an adventurous nature.
- Prominent notices will also be displayed to ensure that gates and doors are kept closed and where appropriate secure.
- Parents must be made aware of the need for supervision of children at all times especially while waiting for the school to open and of their responsibility to ensure that their child's arrival is noted, especially if they are arriving late.
- Children should be counted before going out of the building and again when they are lining up to come back indoors. Where possible, a member of staff should move to the end of the line to ensure no children are left outside. Once inside it must be ascertained that the correct number of children are still present.

In the event of a child being found to be missing it is vital that prompt action is taken

1. The missing child (children) should be identified and the last known whereabouts recorded. The chances of finding a missing child safe are greatest if the child's absence is noted as soon as possible. Staff must be vigilant in ensuring that all children are present.
2. The Head Teacher and the school office will be informed IMMEDIATELY by telephone, that a child is missing. Make sure that you provide all essential information:
 - a) Full name
 - b) Address

- c) Clothing~ try to recall what the child was wearing!
 - d) Place/time last seen
3. The senior member of staff in FS will arrange for the other children to be satisfactorily supervised. The remaining children should be gathered together for a story time/music session. Without alarming them, the children should be asked if they have seen the missing child. At least one member of the FS staff MUST remain in the classroom. If the child returns it is important that a “known face” is in the room.
4. The following actions will then take place as simultaneously as possible:
- a) A systematic search will be organised by the headteacher or designated person
 - o The bell will be rung, using THREE LONG BLASTS. This is an alarm call. ALL staff not responsible for a class MUST report to the main office near IMMEDIATELY. They will be deployed in the search for the child.
 - o See the appendix for basic organisation relating to the search
 - o Search areas should include school grounds and the immediate areas outside of school
 - b) Parents will be informed by the headteacher OR her nominated person - alarming them as little as possible. If they do not answer the phone a message must be left on any answering service before attempting alternative numbers. However if parents do not answer the home phone number the POLICE must be called before attempting other child contact numbers.
If contacted parents should be advised to stay at home in case the child arrives there; be advised that we are contacting the emergency services and that a member of staff is searching the route the child may take home. Parents should be asked for information of anywhere else the child may head for e.g. grandparents, other relatives, local park, etc.
 - c) Inform the Police

5. Check route home
 - a) This is included in the search organisation and should be given priority
 - b) The person doing this should:
 - i. Take a mobile phone with them
 - ii. Maintain good contact with school
 - iii. Be capable of being very calm and compassionate with parents if they are at home and the child has not yet appeared. It should be someone who knows the child.
 6. A record of events should be recorded immediately. All staff closely involved with the incident should make a note of what happened.
 7. Informing other people - As soon as possible after the incident the following people should be notified:
 - o The Local Authority Health & Safety Advisor
 - o School Governors
 8. Dealing with reactions -

It is natural that the child's parents will be frightened, distressed and angry. Other parents will be rightly concerned for the safety of their own children. School staff will also be shocked and upset at any lapse in security. All emotions and reactions must be dealt with in a caring and understanding way. However, until the situation has been fully investigated by all parties all staff must refer any parent and media enquiries to the teacher in charge or Head teacher. No member of staff should pass any comment about the incident until the formal written response has been put together.
-

It is important that all staff are aware of the following

- **EVERYONE** is equally responsible for ensuring the safety and well being of the children in their care
- **EVERYONE** has the responsibility to know about this policy, understand their role and to act in accordance with it at all times.
- **EVERYONE** is equally responsible for reporting factors that may be health and safety hazards
 - Please record these in the caretaker’s book if they are grounds/building issues
 - Please let the headteacher know if it is a procedural issue

Failure to carry out school procedures or to do all that is reasonable to ensure a child’s safety and well being will be regarded as **GROSS MISCONDUCT** and has to be dealt with in accordance with the school disciplinary procedure. It can result in formal warnings or recommendation to dismiss a member of staff.

Area	Person(s)	Time search began	Outcome including time completed
Foundation unit			
Foundation stage outdoor area			
Annex back rooms			
Route home			
All KS1 classrooms including stock rooms			
All KS2 classrooms including stock rooms			
PPA area			

Infant toilet areas/ cloakroom areas			
Junior toilet areas/ cloakroom areas			
Infant Hall			
Junior hall			
Kitchen and kitchen stores			
Caretaker's and cleaners' stores			
S & L Room			
Store rooms/adult toilets			
Headteacher's office / SLT room			
Playground			
Car parks			
Office areas			
Small Group rooms KS1			