

OAKDENE PRIMARY SCHOOL

Guidance for Children going Missing on/off site



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Document History

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Guidance for Children going Missing on/off site

Missing Child On-Site

It is the Executive HeadTeacher /Head of School and ultimately everyone's responsibility to ensure that children do not go missing.

At Oakdene Primary School we have the highest regard for the safety and welfare of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions of our day.

Robust systems are in place to register attendance during the school/setting day/sessions. Staff are responsible for those young people in their care and should undertake periodic head counts. There are occasions when young people may leave a learning environment to carry out a task, visit the toilet, receive specialist support and are unsupervised. These children are still the member of staff's responsibility, particularly should an evacuation of the building occur.

If for any reason a member of staff cannot account for a child's whereabouts during a session the following procedure should be activated:

- The member of staff will inform the Executive HeadTeacher /Head of School/Team Leader that the child is missing.
- A thorough search of the entire premises will be commenced. The staff team will be stay calm and be discrete. Staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- If the child is not on the premises the search will be widened to include the surrounding area.
- If after 15 minutes of thorough searching the child is still missing, the Executive HeadTeacher /Head of School will inform the police and then the child's parents/carer.
- While waiting for the police and the missing child's parents/carer, searches for the child will continue. During this period other members of staff will maintain as normal a routine as is possible for the rest of the children. The correct adult child ratios will be maintained at all times.
- The Executive HeadTeacher /Head of School will be responsible for meeting the police and the missing child's parent/carer. They will co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.
- Once the incident is resolved, the Executive HT/Senior Leaders and the staff team will review relevant policies and procedures and implement any necessary changes (paying particular attention to reviewing security on site).

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- Inform all relevant parties of findings, implications and outcomes of review.
- All incidents of children going missing from the setting will be recorded on an incident form, Ofsted will also be informed within 14 days.

Missing Child Off-site

It is the party leader's responsibility to ensure that children do not go missing. In order to do this it is our responsibility to ensure that:

- We regularly count the children when on trips, particularly when moving from one place to another.
- Inform children what to do in the event that they become separated from the group school /setting party.
- Remind children to stay close to you at all times.
- Inform children where they can and cannot go without your permission.
- Try to make children distinguishable from others by means of hats/tabards/bands etc. But do not identify with name badges.
- Check the register/take a name call if you are in any doubt that a child may be missing.
- If the children have been offsite due to a school visit and they return to school later than home time. Ensure that all children return to the building initially. The children will then be dismissed to parents and carers by their usual door and collection point if the group/class returns after the end of the school day. This ensures that we can continue to reduce congestion and encourage social distancing.

If a child goes missing off-site the following procedures will be activated:

- The member of staff will inform the Executive HeadTeacher /Head of School immediately.
- Ask other staff if they have seen the child and instigate a search of the area (as missing child on site).
- Ensure there is suitable supervision for the other children and ensure staff ratios are maintained at all times.
- If after 15 minutes of thorough searching the child is still missing, the Executive HeadTeacher /Head of School will inform the local police and the child's parents/carers (or emergency contact if they are unobtainable).
- At least one member of staff will remain at the scene whilst others return to the setting with the children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.

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- Once the incident is resolved, the manager and the staff team will review relevant policies and procedures and implement any necessary changes.
- Inform all relevant parties of findings, implications and outcomes of review.
- All incidents of children going missing will be recorded on an incident form, Ofsted will also be informed by telephone within 14 days if an early years provision
- Do not talk to the press. Be careful who you discuss the situation with.
- The School or setting need to be prepared for press interest and a script for the whole workforce would need to be prepared in conjunction with press office and other critical incident support

References

Working together to safeguarding children 2018

[Local Safeguarding Partnership](#) procedures

KCSIE 2020

EYFS - Links to 3.2 in the Statutory Framework EYFS

Missing from home/missing from education policy

SCRs return to school interviews

Read in conjunction with LAC policy

Rights Respecting Schools

Article 11 At Oakdene Primary School, we recognise that our curriculum must make the United Nations Convention on the rights of the child known to children and adults. The children have the right to be safe, protected and specifically in relation to Article 11 protection from kidnapping.