



Procedure When A Child Goes Missing

Person responsible	Head/Bursar
Last update	September 2016
Frequency of Review	2 Years
Date of last review by Governors	June 2016
Date of next review by Governors	June 2018

This Procedure applies to all children at Bute House whether in the EYFS (Reception class) or further up the school

Alert - Phase 1

All staff: When you are aware that a child is missing.

- Note the time and write it down.
- Count the pupils in your class or group and visually scan for child. Ask “Is...here? Where is...?”
- Alert a member of SMT and office immediately.

Notification and Data Collection - Phase 2

Office, SMT

- 1 Within 5 minutes of alert, begin search by checking throughout the building & grounds. Full search of school should take approximately 10 minutes. This will involve numerous member of staff with specific places to search, including sports staff to search sports fields.

Member of staff:

- 1 Return to class and verify child missing
- 2 Collect descriptive information (clothing, hair colour etc.)
- 3 Collect situational information (Did anyone see child leave? In what direction did child go? Was the child with anyone? What did that person look like? Did the child leave during break, lunch, or near the end of school?)
- 4 Give descriptive and situational details to SMT and office and then notify police.

Search - Phase 3

Member of SMT:

- 1 Call parent and notify them of missing pupil and that a search at school is being conducted.
- 2 Continue searching playground and surrounding areas.
- 3 Call parent with updated information – ask parent if there is any reason why child would leave school, check to see if she has arrived at home.
- 4 Have important information ready for police:
 - 4.1 Copy of registration form, home and parent’s work addresses etc
 - 4.2 Description of girl
 - 4.3 Time girl was noted missing
 - 4.4 Information gathered from parents

- 5 Help the police with an organised search.

Evaluation - Phase 4

Process what happened and review for improvements in order to avoid a similar incident at a later date.

As part of our high regard for the safety of the children in our care we will always be extremely aware of the potential for children to go missing during the school day or on outings.

We will ensure that all precautions are properly observed, and will remain aware that emergencies can still arise. Therefore staff will note missing children in lessons and ask others for whereabouts of child (e.g. music or drama lessons, in First Aid room). Check with the office whether a child has been taken home. If for any reason a teacher cannot account for a child's whereabouts during a session the above procedure will be used:

Whenever a child goes missing, this will be recorded as an incident, the parent/carer will be informed when they collect the child and the incident will be reported to the Head or Deputy Head or member of SMT.

Off the premises

Staff leading trips must take a school mobile. On trips away from the school, children should be divided into appropriate sized groups according to age and activity. Planning for the groupings will be part of the planning for the trip.

- 1 Each adult will have details of the children for whom they are responsible. If not in uniform children should wear at least a school sweatshirt if possible or if not a note should be made of at least one identifiable item of clothing the child is wearing. Other children will often remember these details and could be asked in pairs to remember a friend's clothing before leaving on the trip.

Trip consent forms and contact details will be taken on the trip so that parents/carers can be contacted in an emergency.

- 2 Children must know who is responsible for them, that they do not wander off and that if they want to go anywhere e.g. to a shop or to the toilet they must ask.
- 3 Children must be given the green wrist bands with the school's name, number and the extension to use printed on it. This extension is only to be used in an EMERGENCY and school staff know that the emergency phone must be answered immediately. The children must WEAR these bands at all times (unless they are participating in a match/competition/gala when they may be removed for the duration of the event and then put back on). All the wristbands must be collected on the return to school.
- 4 Children will be told on every outing what to do if they become separated from the group:
 - Stay where you are - we will come back to look for you, (or for older children pre arrange a central meeting point)
 - Look around you - can you see your group or one of the other groups?

- If it seems a long time before we find you, whom can you talk to?
- Someone in uniform from the venue you are visiting or a uniformed person at an airport or station
- A uniformed policeman or woman
- A person with other children

If a child goes missing a similar procedure will take place to that at school. Senior staff at the venue will be immediately told and their emergency and search procedures will be activated. Keep school informed at all times.