

POLICY TITLE	Missing Child Policy
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Procedures in the Event of a Child Going Missing

In the event of a member of staff fearing that a child has gone missing while at school:

Initial search. Search lists and building (note time) **The first person to notice notifies the Head Teacher*

If a teacher suspects that a child is missing from a lesson or activity, they contact the Head Teacher and School Office immediately.

To avoid causing panic amongst staff/children/parents who may be present at the time the following coded statement is to be used:

“THE CIRCLE IS OPEN. WE NEED (CHILDS NAME) TO CLOSE IT”

The Head Teacher and any teachers or teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.

The following lists held in the School Office will be checked:

- Attendance Registers
- Offsite record
- Music/club lesson record

Full school focus on search. Hall round up and register/list/National Trust check & tell the two directors

Should it still appear a child is missing staff will promptly but calmly round up all pupils to *the hall* and a designated member of staff will supervise the children. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search Staff will count and name check all the pupils present against the register while the group are assembled in one place.

A thorough check of all exits will be made, to ensure all gates / doors were locked / bolted and there are no other ways a pupil could have left the school.

Ring National Trust office (0208 545 6850) and ask for a ‘missing child call out’. If something is discovered this needs to be drawn to the attention of the director immediately.

If the child is still not found after this initial search, the office is to inform a second director.

Involve parents and police after 10 minutes.

If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. Also check in with National Trust staff on Morden Hall Park.

The Head of School or next most senior member of staff on site will decide at which point the police need to be contacted.

When contacting parents / carers, staff will ask them to bring with them a recent photograph of their child.

Parents will be informed followed by the police (999) within 10 minutes of the first alert.

Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

If the missing child has any special medical or learning needs, then these need to be noted to be disclosed to police or other agencies.

The Class Teacher is spoken to gain further information and asked to confirm if he / she attended the previous sessions.

A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- All classrooms
- School hall
- School grounds and Morden Hall Park

In the event of a member of staff fearing that a child has gone missing while off school premises – 5 minute call out:

The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.

One or more adults should immediately start searching for the child.

The Visit Leader should contact school to alert them. To avoid causing panic amongst staff/children/parents who may be present at the time the following coded statement is to be used:

“THE CIRCLE IS OPEN. WE NEED (CHILDS NAME) TO CLOSE IT”

If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999.

The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.