



MISSING CHILD POLICY

This policy includes the Early Years Foundation Stage (EYFS)

Policy Written: 14.06.24

Policy to be reviewed: 13.06.26

Aims

The staff of St Wystan's School fully recognises the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

In the event of a child becoming lost whilst in the care of the school, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

Procedures

We will ensure a search is made for the child as soon as we become aware that a child is missing. Parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained to other children at the school whilst procedures are followed.

The children in Pre-Prep are always accompanied to other areas of the school, such as the library, the music room and the hall. Children in Year 3 and above may be permitted to walk alone to another area of the school such as to a PE or music lesson.

St Wystan's School is situated on a secure site with perimeter fencing and locked gates. Consequently, there are a limited number of situations where a child could go missing, but in the event of this happening, the following procedures will be followed:

- The Headteacher will be alerted immediately and in her absence the Deputy Head.
- In the absence of the Headteacher or the Deputy Head – the Operations Manager will be alerted. • Enquiries will be made by the Headteacher of the relevant members of staff, as to when the child was last seen and where.
- If appropriate, enquiries will be made by the Headteacher of the remaining children as to when the child was last seen and where.
- The Headteacher will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, gardens and outside areas (including cupboards and toilets etc)
- Doors and gates will be checked to see if there has been a breach of security whereby a child could have wandered out.

- The Operations Manager will immediately check the signing in log to ascertain who is on the school site.
- If the child cannot be found within fifteen minutes, the parents and the police must be informed.
- The search will continue, widening the area, including a member of staff walking the child's route home if they live close by and walk home alone, until the police arrive.
- Staff will ensure the safety of the other children with regards to supervision and security whilst a search is taking place. Headteacher to inform the Chair of Governors.

Procedure for School Outings

If a child goes missing from an outing, where parents are not present, the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- At the venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- One designated staff member will search the immediate vicinity whilst the other adults will supervise the remaining children.
- The Headteacher or Deputy Head will be informed as appropriate, if they are not present on the outing.
- Depending on the situation, the Headteacher or Deputy Head will make their way to the venue to assist; and be the point of contact for the police as well as support staff. If not practicable, they will stay in touch by phone.
- Staff will take the remaining children back to the school. The Headteacher to inform the parents/carers and the Chair of Governors.

When the Child Is Found

- A member of staff will take care of and talk with the child.
- When the situation has been resolved the members of staff should review the reasons for it happening and implement measures to ensure that it does not happen again by completing a Significant Event Analysis form.
- An incident form will be completed and signed by the parents and the Headteacher.
- Records of incidents will be filed securely by the Headteacher.

Policy Development and Review

This document is freely available to the entire school community and is reviewed bi-annually.

This policy will be reviewed on a three-year rolling programme.

Policy holder	Headteacher		
Date Reviewed	June 2024		
Date of Next Review	June 2026		
Governing Body Approval	Yes/No	Signed/Dated	
Website/App	Yes/No	ISI	Yes/No
Staff Handbook	Yes/No	Parent Handbook	Yes/No