

## **Child Missing in Education Policy**

### **Policy Statement**

The safety and security of the children in our care at Orchard Head School is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

### **Procedures**

Breakfast Club staff register the children as they come in to school. Upon arrival at school, all other pupils line up in the playground and are led into school by staff. Registration is completed by 9.15am. If the Learning Mentor in charge of Attendance has not heard from parents/carers by 9.30am as to why their child is absent, the Rapid Response procedure will be followed, as per school's Attendance Policy.

All staff will maintain an appropriate high level of supervision throughout the school day and should always be aware of the location of children in their care at all times.

The school register is taken again in the afternoon and checked once more by the Learning Mentor in charge of Attendance.

### **Strategies**

1. If a child cannot be located by staff, the Head of School or, in their absence, the Senior Leadership Team (SLT) member who is acting in their stead, must be notified immediately and told where the child was last seen. The Head of School or the SLT member in charge will then co-ordinate the search. All staff will be informed that the child is missing. Time is of the essence and prompt action should be taken by all.
2. The remaining children will be left safe in the care of appropriate staff and, where possible, their normal routine will be adhered to. All other available staff will conduct a thorough search of the missing child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the missing child is not found within 15 minutes, the police will be called and the child's parents/carers alerted.
4. Members of staff not supervising children will be deployed to search the immediate vicinity around the school.

5. If a child goes missing during an outing or school visit off-premises, the staff in charge must ensure that the remaining children are safely cared for by colleagues and/or appropriate adults. Where safe to do so, a thorough search should be made of the immediate vicinity and where relevant, the centre/activity staff notified. If the child is not found within 15 minutes, the police will be called and the Head of School notified.
6. Where a child goes missing during an outing or visit, their parents/carers will be notified as soon as is practicable.
7. Pontefract Academies Trust will be notified by the Head Teacher/SLT member in charge, should a child go missing.
8. If the missing child is located, the Head of School or SLT member in charge must be told at once. Parents, police and other agencies/authorities will be notified immediately.
9. The Head of School will undertake an investigation as to how the incident occurred and where necessary, will take appropriate action to ensure that such events do not happen again.
10. Governors will be informed of both the incident and the follow-up actions as part of the Head Teacher's report.

### **Outcome**

The safety of all children is our highest priority. Swift and effective actions will be taken to locate any missing child and to notify and involve parents/carers, the Trust and the relevant authorities at every appropriate point.