



## **MISSING CHILD POLICY**

**Review date:** January 2026

**Next review date:** January 2027

**Staff responsible:** Claire Gibson (Deputy Headteacher & DDSL) & Shannon O'Connell (Assistant Headteacher)

**Chair of Directors:** Ben Whitchurch

This policy should be read in conjunction with the following St George's policies:

- Safeguarding Policy
- Child Protection Policy
- Attendance Policy
- Health and Safety Policy
- Educational Visits Policy
- Critical Incident Plan

### **Rights Respecting School Statement**

Our school's vision and values have, at their heart, the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNCRC and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to the following articles:

- **Article 3:** Best interests of the child
- **Article 4:** Making rights real
- **Article 12:** Respect for children's views
- **Article 16:** Right to privacy
- **Article 19:** Protection from harm
- **Article 34:** Protection from sexual abuse

### **Purpose**

Every effort is made to ensure the safety of the students at St George's Preparatory School whilst they are in our care. This policy sets out our procedures for maintaining safety and dealing with the unlikely event of a child going missing. Students are not allowed to leave the school premises during the school day unless they have permission from the Headteacher to do so, and then, only with an authorised adult. If a child does leave the premises without permission, this policy is in place to ensure that every possible action is taken to ensure the quick and safe return of that young person.



## **Responsibilities**

- It is the Headteacher's responsibility to ensure that all staff are aware of this policy and are aware of their responsibilities, what is expected and the procedures to follow.
- It is the Headteacher's responsibility to ensure that this policy is reviewed and updated on an annual basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- It is the responsibility of all parents to provide correct and updated contact information.

## **Objectives**

- To locate any missing student quickly.
- To ensure that all students are kept safely on the school premises during school hours unless they have the Headteacher's permission to leave and are then accompanied by an authorised adult.
- To ensure that the building, grounds and play areas are safe and secure during the school hours.
- To ensure that the teachers and staff keep the students under proper supervision at all times.
- To ensure that if a student 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

## **Procedures aimed at reducing the risk of a missing child**

- Parents are advised that their children should not be alone in school before 8.30am. Children who arrive before 8:30am should proceed to breakfast club or wait with a parent/carer in the allocated area for their form
- When children are outside at break times and lunch times, they are protected by fencing and they are supervised by at least two adults.
- Form tutors mark the registers at 8:45 and after the lunch break, promptly and accurately.
- If students leave the classroom security to work in other parts of the school, adequate supervision is maintained at all times and all students are accounted for on return to the classroom.
- Updated contact information from parents and carers is sought and maintained.
- Staff are to wear ID badges at all times.



- Anyone arriving on the school premises during the school day is challenged by a member of staff and directed to the school office where they will be signed in, and receive a visitor's badge.
- All visitors at other times of the day are directed, via signs on the front of the school, to go to the school office.
- At home time, a member of staff supervises the children and ensures they are collected by the appropriate adult. If a parent is late, then the child is kept inside the school under the supervision of staff until the parent or carer arrives to collect them.

## **Registration**

It is school procedure that parents are asked to inform the school before 8.45am if their child is going to be absent from school. This is then appropriately marked in the class register. All staff are informed of the absence via electronic register or by email. If a child is absent at the time of registration and a message has not been received, the office will immediately contact the parents or carers

## **Procedures for the event of a child going missing.**

In the event of a member of staff fearing that a student has gone missing whilst at school:

- The member of staff who has noticed the missing child will inform the Headteacher immediately.
- The office staff need to be informed as they will act as a point of contact for receiving information about the search for the missing student.
- Whilst a member of staff stays with the rest of the class, all other available members of staff will conduct a thorough search of the school premises as directed by the Headteacher.

## **The following areas will systematically be searched:**

- All classrooms in the school
- All toilets
- The Library
- All rooms in the old Headmaster's flat, including the tower.
- The Sport's Hall
- The swimming pool
- All outlying buildings and the upper woodlands



**Available staff will begin a search of the area immediately beyond the school premises taking a mobile so that they can contact the school office. The search outside school should include:**

- The lower woodlands
- Rue De La Hague
- Mont De Presbytere
- La Route du Manoir up to the Organic Herd Farm
- La Verte Rue
- **If the student has not been found after 15 minutes, then parents/carers should be notified.**
- The Class Teacher will be asked to write an incident form, describing the circumstances which lead to the student leaving the school
- If the missing child has any special medical or Special Educational Needs/ learning needs then these need to be noted, to be disclosed to police or other agencies.
- If the parents/carers have had no contact from the student, the police will be contacted by dialling 999.

**The incident should be relayed to other important agencies:**

- The Directors should be informed
- If the student has an allocated Social Worker, then they should be informed of the disappearance.
- If the student is a Looked After Child, then the Social Worker should be kept informed.
- If the student remains a missing person, and the police become fully involved, then the Education Department should be informed.

**When the student is found**

- Members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.
- Other adults present will take the opportunity to speak to the remaining students to ensure that they understand that they must not leave the premises and why.
- Parents and other agencies will be informed of the outcome of the incident.

### **After The Incident**

- The Headteacher will sensitively discuss with the student's parents/carers the events surrounding the disappearance.
- The Head Teacher will carry out a full investigation taking statements from all the staff present at the time.
- A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments. A written report will be produced and policies and procedures will be reviewed.

### **Trips and Visits**

When classes go out on trips, the following procedures are in place.

- Thorough risk assessments and adequate staff/pupil ratios
- A Trips/Visits form is completed by the teacher giving clear information regarding which students are off site, which members of staff are with them, any medical or special needs which need to be taken into account and the mobile phone number of the member of staff taking the trip.
- Registers are taken before the trip
- Regular head counting of pupils should take place, particularly before leaving a venue. Pupils should be readily identifiable, usually by wearing their uniform or other identifiable feature.

### **If a child goes missing on a school trip:**

- The Trip leader must ensure the safety of the remaining pupils.
- The trip leader/organiser, in discussion with other teaching staff will be responsible for making decisions relating to the trip.
- One or more adults should immediately start searching for the missing student.
- The school must be informed if a student is missing and cannot be found.
- If the student has not been found within 10 minutes, the police must be called by dialling 999 and then parents should be informed.
- If hospitalisation is required a member of staff must go in the ambulance.

**After any incident of a missing student, an Incident/Accident Form must be completed giving full details of how and when the incident occurred.**

### **Review**

This policy will be reviewed annually.