



## NORLAND PLACE SCHOOL

### MISSING CHILD POLICY (Whole School, including EYFS)

Reviewed: September 2020	Next Review Date: September 2021
Responsibility: SMT, PM	
Location(s): SMT Drive, Staff Drive, School Website, Staff Room Policy Folder	

#### INTRODUCTION

The welfare of all of our children at Norland Place School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised appropriately whilst in our care.

#### INFORMATION FOR PARENTS

Parents are advised of:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground

All new staff receive a thorough induction into the importance of effective supervision of the children, as do parent volunteers on school trips.

#### ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing the following steps should be taken. A circumstance such as this can be very worrying, however it is vital that staff handling investigations remain calm and composed throughout.

1. Take a register in order to ensure that all the other children are present
2. Check Diary Card for activities taking place at that particular time
3. Contact office and Deputy Head to check and office events folder and offsite registers for the name(s) of missing child/children
4. Check instrumental/voice music and learning support lesson timetables and rooms
5. Inform the Headmaster or Deputy Head
6. Ask all of the adults and children, calmly, if they can tell us when they last remember seeing the child
7. Occupy all of the other children in their classroom(s) with a quiet activity
8. At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
9. Check the doors, gates and CCTV records for signs of entry/exit

If the child is still missing, the following steps would be taken:

1. Inform the or Headmaster or Deputy Head (Designated Safeguarding Leads)
2. Ask the Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
3. The Headmaster or Deputy Head would notify the Police
4. The Deputy Head will arrange for staff to search the rest of the school premises and grounds
5. If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
6. The Headmaster or Deputy Head would inform the Local Children Safeguarding Board
7. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
8. Ofsted would be informed
9. The Insurers would be informed
10. (If the child is injured ) A report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

1. An immediate head count would be carried out in order to ensure that all the other children were present
2. An adult would search the immediate vicinity
3. The remaining children would be kept in a confined area until such a time as it is safe to return to school
4. Inform the Headmaster or Deputy Head by mobile phone
5. Ask the Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the outing venue/ Norland Place School at once
6. Contact the venue Manager and arrange a search
7. Contact the Police
8. The Headmaster or Deputy Head would inform the Local Children Safeguarding Board
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
10. Ofsted would be informed
11. The Insurers would be informed
12. (If the child is injured) A report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

1. Talk to, take care of and, if necessary, comfort the child
2. Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
3. The Headmaster will communicate with parents to discuss events and give an account of the incident
4. The Headmaster will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board) as necessary
5. Media queries should be referred to the Headmaster
6. The investigation should involve all concerned providing written statements
7. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing and lessons for the future.