



MISSING CHILD POLICY

This policy is applicable to all pupils within the school, including EYFS. This document is available in written format upon request.

INTRODUCTION

The welfare of all children at the school is of paramount importance. Every adult who works at the school has been trained to appreciate that he or she always has a key responsibility for helping to keep the children safe. The school's staffing ratios are generous and are designed to ensure that every child is supervised the whole time that he or she is in school care.

INFORMATION FOR PARENTS

When a child joins the school, parents are supplied with detailed information, specific to the age of their child, about the arrangements for:

- Bringing their child into school and handing their child over to the care of staff.
- Signing in and signing out arrangements.
- Arrangements for supervising children whilst they are in school.
- Supervision of children in the playground.
- Registering children both morning and afternoon.

The enhanced supervisory arrangements for trips and visits involving the youngest children are set out in the following detailed policy documents:

- *Please refer to the separate document: Policy for the Supervision of Pupils, including EYFS.*
- *Please refer to the separate document: Policy on Educational Visits.*

These policies are reviewed annually, or as statutory updates are provided. All new staff receive a thorough induction into the importance of effective supervision of very young children.

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

School procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the school would carry out the following actions:

- Inform the Senior Management Team.
- The Director of Child Welfare and the Director of Communications will investigate the front carpark and fan out eastbound and westbound along Tattenhoe Lane, checking neighbouring fields also.
- The Deputy Head and Finance Director will fan out and investigate the Quad side of the school and side carpark, to then reconvene on the Astroturf.
- If the child's home is within walking distance, Matron will set out in a vehicle following that route.
- At the same time, the Bursar and Maintenance Team are to search everywhere within the building, carefully checking all spaces, including cupboards, washrooms, where a small child might hide.
- Check the doors for signs of forced entry/exit or doors left ajar.



MISSING CHILD POLICY

- Human Resources will check CCTV footage
- The class teacher will take a register in order to ensure that all the other children are present.
- Ask all of the adults and children if they can tell staff when they last remember seeing the child and whether he or she had concerns.
- Occupy all of the other children in their classroom(s), for example by reading to them.

If the child is still missing after 15 minutes, the following steps would be taken:

- Speak to the Head and/or one of the Designated Safeguarding Leads (DSL).
- The Head will telephone the child's parents and explain what has happened and what steps have been set in motion. Parents will be requested to come to the school immediately.
- The DSL will notify the Police – at this time, formal responsibility for the search will pass to the police
- The Head and/or DSL will arrange for staff to search the rest of the school premises and grounds.
- The DSL will inform the Milton Keynes Multi-Agency Safeguarding Hub (MASH).
- The school will cooperate fully with any Police investigation and any subsequent safeguarding investigation by the MASH.
- The Proprietor and Chair of Governors, the Department for Education, Ofsted and the school's insurers will be informed.
- The Head and Senior Management Team will ensure that school staff make themselves appropriately available to the police, if necessary, and assist further with the incident.

If the child falls into one of the below categories, the procedures will remain the same, however police notification will occur on a case by case basis:

- Children on a plan (Early Help, Child in Need, Looked After or Child Protection Plan);
- A SEND child;
- Educational Health Care Plan;
- If staff have had past concerns about the child;

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

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- The remaining children would be taken back to the meeting point or school.
- The Head will be informed by mobile phone.
- The Head will telephone the child's parents and explain what has happened and what steps have been set in motion. Parents will be requested to come to the school immediately.
- Contact the Police.
- The DSL will inform the MASH.
- The school will cooperate fully with any Police investigation and any subsequent safeguarding investigation by the MASH.



MISSING CHILD POLICY

- The Proprietor and Chair of Governors, Ofsted and the school's insurers will be informed.

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

The DSL will sit down with the child and explore his or her reasoning for running away or hiding. If the child discloses concerning matters, the DSL will, in line with the most recent version of Keeping Children Safe in Education and the MKPS Safeguarding and Child Protection Policy, inform the Head and will have the MASH intervene.

If the child ran away or hid because of their childlike nature, the school procedure will consist of:

- The Head will report to the last known location of the child and investigate the area to find any vulnerable points and, if necessary, speak to any child/ren who may have been involved.
- The Head will discuss the incident with parents and provide an account of the incident.
- Speak to the other children to ensure they understand why they should not leave the premises and/or separate from a group on an outing.
- Any media queries should be referred to the Head.
- The investigation should involve all concerned providing written statements.
- If the child was injured, then a report would be made under RIDDOR to the HSE.
- The Head will write an Incident Report. It will contain all incident details up to the stage at which the child was found, including: time, place, numbers of staff and children, time and where the child was last seen, what appeared to have happened, the purpose of the outing (if applicable), the length of time that the child was missing and how s/he appeared to have gone missing.
- The Senior Management Team will review the Incident Report for consideration of lessons learnt and confirm any adjustments to procedures.
- The Incident Report will be stored in the Accidents and Incidents File.

The Missing Child Policy has been reviewed in September 2021 and will be reviewed in or before September 2022.