



# GATEHOUSE SCHOOL MISSING CHILD POLICY

We review these procedures set out in this policy regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of young children. Prior to any trip or visit we would also make it very clear to the pupils that they have a responsibility to behave appropriately and that they should always tell a supervising adult if anything is untoward.

## PART ONE:

### 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 was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Headteacher
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) appropriately
- 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, **taking no more than 10 minutes.**
- Check the doors, gates and CCTV records for signs of entry/exit

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

- Inform the Headteacher and the Designated Safeguarding Lead
- Headteacher to ring the child's parents and explain what has happened, and what steps have been set in motion and ask them to come to the school at once
- The Headteacher would notify the Police (**within 15 minutes of the child going missing**)
- The Headteacher would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with them
- At her discretion, the Headteacher will arrange for the police and Social Services to be informed and will decide at what point it is appropriate to inform the Chairman of Governors
- Arrangements will be made for dealing with media enquiries
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

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

- An immediate head count would be carried out in order to ensure that all the other children are present
- An adult would search the immediate vicinity / washroom/ outdoor space
- Venue staff would be informed
- The remaining children would be taken back to school
- The Headteacher would be informed by mobile phone and would talk to venue staff
- Contact the police
- The Headteacher would ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

**ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD DOES NOT TURN UP AS EXPECTED AT AFTER SCHOOL CLUB OR AFTER SCHOOL ACTIVITIES**

- If a child does not arrive at After School Club or an After School Activity when they are expected to attend, the member of staff supervising will notify the School Office
- After School Club or Activity registration lists will be checked in addition to absence lists
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child; occasionally children are collected early, check with the school office, as occasionally children are collected early.
- Notify a member of the SLT and 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. This will include the child's form room
- Call the form teacher to enquire about dismissal
- If the child has not been located the School Receptionist or member of SLT will contact the child's parents to confirm if they have been collected or have arrived home
- If the child has not been found the Designated Safeguarding Lead/Headteacher will notify the Police .
- The Headteacher would arrange for staff to continue to search the school premises and grounds
- The Headteacher will decide at what point it is appropriate to inform the Chair of Governors
- Arrangements will be made for dealing with media enquiries
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

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

- Talk to, take care of and, if necessary, comfort the child
  - Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
  - The Headteacher will speak to the parents to discuss events and give an account of the incident
  - The Headteacher will conduct a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
  - If the child is injured a report would be made under RIDDOR to the HSE 2
- 
- 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 in order to avoid a recurrence
  - The investigation should require written statements from all involved
  - 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 the child appeared to have gone missing and lessons for the future

**PART TWO:**

**PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected at home-time or following an early session After School Activity, they will be placed into After School Club until collected. If a child is not collected by 5:30pm, we will call the contact numbers for the parent or carers. If there is no answer, the member of staff on duty will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a two hour period/ when the premises are closing, the member of staff will contact the Social Care Duty Officer, after 30 minutes (6pm).

**We undertake to look after the child safely throughout the time that the child remains under our care.**

<b>Status</b>	<b>Governors Review</b>	<b>Summer Term 2025</b>
	<b>Next Review</b>	<b>Summer Term 2026</b>
<b>Circulation</b>	<b>New Staff at Induction All staff &amp; governors Website</b>	