

Thomas Gray Primary
MISSING CHILD PROCEDURE (Off Site)

Children, being children, are not always where they should be, or where you expect them to be. Rarely is this anything other than the child having moved unexpectedly, but staff need to establish a procedure to ensure that the child is located as quickly as possible.

In the unlikely event of a child going missing whilst on a trip, the following procedure will be implemented immediately.

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately:

- The organiser will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the area, ensuring that all other children remain supervised throughout.
- If appropriate, on-site security will also be informed and a description of the child/children given.
- In the event of a child not being found, after 5 minutes the designated person in charge will immediately inform the police.
- The designated person in charge will then inform the school who will contact the child's parents/carers giving details of what has happened. In the case of the whole school being on an outing, all parents/carers details would be taken on the trip by the person in charge.
- If necessary staff on the trip will be sent to assist the safe return of the other children.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain the safety of the remaining children.
- At least one member of staff will remain at the scene whilst others return to the school with the children. This member of staff will continue searching for the child/children.
- The remaining member of staff will meet the police and parents/carers when they arrive at a designated point.
- Any incidents must be recorded in writing.
- *Ofsted/*Care and Social Services must be contacted and informed of any incidents.

With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.

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In the unlikely event of a child going missing within/from the two year old room, nursery,, reception, KS1 or KS2, the following procedure will be implemented immediately.

- The headteacher/senior leadership team will be informed immediately and all staff present will be informed and deployed to start an immediate thorough search of the school, followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.
- The headteacher/senior member of staff will carry out a second search of the area.
- Enquiries will be made of any other adults in the vicinity.
- If the child has still not been accounted for within 5 minutes, the headteacher/senior member of staff will contact the police.
- The headteacher/senior member of staff will also contact the parents/carers of the missing child.
- During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children in the nursery.
- The headteacher/senior member of staff will meet the police and parents/carers.
- The headteacher/senior member of staff will then await instructions from the police.
- Any incidents must be recorded in writing.
- *Ofsted/*Care and Social Services must be contacted and informed of any incidents.
- With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.

The Childcare Manager/Person in charge must keep in mind at all times, and act upon, the primary principle laid down in the children Act 1989 - **the welfare of the child is paramount.**

Signed:  Date: 14.01.15
Chair of Governors

Signed:  Date: 15/01/15
Headteacher

Date to be reviewed: Spring 2018.
AP Taylor Crew 15/01/15