



Missing Child Policy (14b)

Scope:	EYFS Department
Release date:	October 2021
Review date:	October 2022
Author:	EYFS Lead, WGS Prep
Reviewer:	Senior Deputy Head WGS Prep

Availability

This policy may be viewed on the School website and a printed copy is available on request from the School office/Pupil Services Team.

Linked documents

This policy should be read in conjunction with:

EYFS Pupil Supervision throughout the School Day. (14c)
WGS Prep Supervision Policy (A12)

Policy Statement

Children's safety is maintained as the highest priority at all times both on and off premises. In the unlikely event of a child going missing, our missing child procedure is followed.

Procedures

If a child goes missing from school:

- The person in charge of the class or group of children will carry out a thorough search of the building and immediate grounds.
- The Senior Deputy Head WGS Prep will be informed and will notify the Headmaster of Wisbech Grammar School. If the Senior Deputy Head is not available the Assistant Deputy Head and EYFS lead should be contacted in the first instance.
- Teachers should not leave a class unsupervised or in the care of an unqualified helper at any time unless there is an extreme emergency.
- The Senior Deputy Head WGS Prep will keep the Headmaster of Wisbech Grammar School informed.
- The remaining children in the class will be supervised by another member of staff to allow more staff to help with the search.
- The person in charge of the child will keep the Senior Deputy Head WGS Prep informed at all times without impeding the search.
- The register will be taken to ensure that there are no other children missing.
- Staff and children will be asked if they have seen the missing child, to help establish where the child was last seen.
- The Senior Deputy Head WGS Prep will talk to staff to establish what happened.
- If the child is not found, the parents/carers will be informed by the Senior Deputy Head WGS Prep.
- The police will be contacted by the Senior Deputy Head WGS Prep and the child reported missing.

If a child goes missing from an outing:

- As soon as a child is reported to be missing, staff will ask children to stand with their designated adult in charge and a head count is carried out. One member of staff to carry out a search of the immediate area.
- The trip leader is informed and they inform the Senior Deputy Head WGS Prep.
- If the Senior Deputy Head WGS Prep is not available, the Headmaster of Wisbech Grammar School should be contacted in the first instance.
- If the outing is to an organised attraction the trip leader contacts security to enlist their help.
- The trip leader contacts the police and remains in phone contact with the police and the Senior Deputy Head WGS Prep.
- The Senior Deputy Head WGS Prep informs parents/carers.
- If possible the remaining children should be taken back to school or to a safe area.

When the child is found:

- Two members of staff will care for the child and talk to the child to establish what had happened; the child may be distressed and now needing to be comforted.
- All people need to be informed that the child has been found as soon as is practicable.
- Other adults will talk to the rest of the children to ensure that they understand that they must not leave the group/building.

After the Incident:

- The Senior Deputy Head WGS Prep will discuss the events surrounding the disappearance of the child.
- If appropriate a letter will be sent home with the children outlining the circumstances of the incident.
- Any questions from either parents or the press should be directed to the Senior Deputy Head WGS Prep or the Headmaster of Wisbech Grammar School.

The Investigation

- The Senior Deputy Head WGS Prep should give a full written report to the Headmaster of Wisbech Grammar School containing details of time and place that the child went missing and the circumstances surrounding the incident.
- The Senior Deputy Head WGS Prep will carry out full investigation into the incident and take written statements from any staff present at the time.
- The staff should sign and date their statements.
- The appropriate agencies should be contacted by the Senior Deputy Head WGS Prep depending on the nature/severity of the incident.
- If necessary, the Insurance Company should be informed.
- If necessary, the incident should be reported in RIDDOR