



## **St. Joseph's Park Hill School Procedure for Missing Child (School and EYFS)**

Arrangements are clear and in place for the supervision of all children at all times.

Procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

### **IF A CHILD GOES MISSING ON SCHOOL PREMISES.**

If a member of staff suspects a child is missing, the following procedures should be carried out:

- The member of staff will inform the staff in the vicinity
- Staff will carry out an immediate search of the surrounding area
- Staff will inform the Headteacher (or the School Business Manager if the Headteacher is not present)
- Staff will widen the search to all areas in school and the outside area
  - Foundation Stage Unit and toilets
  - All classrooms
  - Outdoor area, including sheds, playgrounds and field
  - Dining Room
  - Library
  - School corridors, toilets, cloakroom and hall
- Staff will reassure the other children

If the search is unsuccessful; the Headteacher (or the School business Manager if the Headteacher is not present) will:

- Inform police, giving a description of the child
- Advise the parents / carers of the situation

Staff will

- Continue to search the area

The DSL in school will

- contact Children's Social care

The school will co-operate fully with any police investigation and any safeguarding investigation by Children's Social Care

After the event, the incident will be recorded in detail and Policies and procedures will be reviewed.

**IF A CHILD GOES MISSING DURING AN OFF-SITE ACTIVITY.**

If a member of staff suspects a child is missing, the following procedures should be carried out:

- An immediate headcount will be carried out in order to ensure that all the other children were present
- A member of staff will remain in the place where the child was last seen
- A member of staff will search the immediate vicinity
- A member of staff will retrace steps to the last place where the child was seen
- Staff will reassure the rest of the children
- The venue manager will be contacted and a search of buildings, outdoor areas will be carried out
- The police will then be contacted
- School will be contacted and asked to ring the child's parents to inform them of events
- The DSL in school (or on the visit) will contact Children's Social care
- The school will co-operate fully with any police investigation and any safeguarding investigation by Children's Social Care

The Chair of Governors will be informed

After the event, the incident will be recorded in detail and Policies and procedures will be reviewed.

Procedure reviewed: January 2019