



Missing Child Policy

This policy applies to the whole school including the EYFS

Introduction

The welfare of all children at St Piran's is our paramount responsibility. A child going missing from education, particularly on repeat occasions, is a potential indicator of abuse or neglect, including sexual exploitation and so called 'honour based' violence. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our children are safe and receiving suitable education. Where staff have concerns that a child is missing from school, this policy should be followed.

Every member of our staff who works with children has read Part 1 and Annex A of Keeping Children Safe in Education. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

This policy has regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.73) and Department for Education guidance Children Missing Education (September 2016).

Action to be followed by staff if a child fails to attend first day of school

All new pupils are placed on the School's admission register at the beginning of the first day on which the School has agreed that the pupil will attend the School. If a child fails to attend on the agreed date, staff must inform the Headmaster or Designated Safeguarding Lead without delay. The Headmaster or Designated Safeguarding Lead will consider notifying the local authority at the earliest opportunity.

Where there are changes affecting the child (including a change of address or school), these will be reflected in the admission register. This will assist the School and external agencies when making enquiries to locate any missing children.

DUTY TO REPORT

The school monitors attendance closely and will take action to address poor or irregular attendance.

The school will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend

because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the school may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The school also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

A child missing on school grounds

If a child appears to be missing while he/she should be on school grounds, and toilets and areas where the child may have been checked, the class teacher will immediately check with Matron to see if the child has been sent home or has been signed out.

If this is not the case and the child genuinely is missing, the Headmaster must be told immediately.

Pupils and staff who were most recently with the missing child will be asked calmly when they last remember seeing the child and a wider search made of the school buildings and grounds. The School CCTV system will also be checked for signs of entry or exit.

Children will be occupied in their classrooms with a relevant activity or continue their usual classes.

If the child is not found at this point, the parents will be contacted to check if the child is with them, to see if there may be any reason the child may be hiding and finally to let them know their child is missing. A contact number will be confirmed at this point with the parent and they will be told that the authorities below will be notified.

The Headmaster or DSL will inform the local police, contactable by the emergency number 999, with a description of the child. A photograph of the child should be sent to them electronically from the school database, together with any specific medical or other relevant details.

The Headmaster or DSL, will liaise with the police and other authorities as required. They will also liaise with the parents as directed by the police.

In addition, The Headmaster or DSL will:

- inform the Local Safeguarding Children Board (LSCB) and the school's Local Authority Designated Officer (LADO)
- Inform the Chairman of Governors
- Inform the school's insurers
- During the course of the investigation into the missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report.

A child missing when off site

If a child appears to be missing when off-site (for example on outings, residential trips or sports events), a register will immediately be called by the person in charge of the group. The areas just

visited will be re-checked by an adult from the school group, nominated by the group leader. If the child is still missing, the group leader will notify members of staff from the venue immediately. A clear description of the child will be given to help search for him/her. It will also be requested at this time that all exits, including fire exits, from the venue are monitored.

If the child is not found within 10 minutes, the Headmaster or DSL will be notified via the school office. A contact mobile number will be confirmed and the time will be noted by the office staff.

If, after quickly and fully re-searching the venue, the child is not found, the police will be informed with the name and a description of the child. Parents will be contacted by the Headmaster or DSL at this time, giving the following information:

- time the child went missing
- the place
- what is being done and by who
- a parent contact number will also be taken at this time.

Regular contact will be maintained with school (at least every 30 minutes).

Regular contact will be had with the police and advice taken as how to proceed.

In addition, The Headmaster or DSL will:

- inform the Local Safeguarding Children Board (LSCB) and the school's Local Authority Designated Officer (LADO)
- Inform the Chairman of Governors
- Inform the school's insurers
- During the course of the investigation into the missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.
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A full record of all activities taken up to the stage at which the child was found would be made for the incident report.

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 Headmaster will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Headmaster will promise a full investigation (if appropriate involving the LSCB)
- Media queries should be referred to the Headmaster (after discussion with the LADO if appropriate)
- The investigation should involve all concerned providing written statements
- 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 s/he appeared to have gone missing, as well as lessons for the future.

- If the child is injured a report may be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 from the accident.

Reviewed By: **Headmaster**
Date: **Sep 2018**
Next Review Date **Sep 2019**