

# Hessle Mount School

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## Missing Child Policy and Procedure

In the event of a child going missing, while in the care of the pre-school or main school Hessle Mount will immediately put into place the procedures detailed below. These ensure that a systematic approach to find the child is taken and consideration is given to the levels of risk to the child.

We aim to ensure a search is made for the child as soon as possible, parents and authorities are notified at the appropriate stage and a high level of care is maintained to other children in the pre-school or school while procedures are followed.

### Procedures

#### **If a child goes missing from the pre-school or main school:**

- The person in charge will carry out a thorough search of all the rooms in the building, outside perimeter and garden.
- The remaining children will be gathered into one large group, e.g. for a story, while the remaining staff search for the child. The register is checked. The children will be sensitively asked whether they have seen the child who is missing and it will be established who last saw the child, where and when.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Management in the main school is informed as soon as possible to add to the search.
- If the child is found within the grounds/main school the management talks to all staff involved to establish what happened.
- The perimeter is widened to Jenny Brough Lane and Swanland Road by two members of staff. If the child is found here they will be brought back to the school and comforted and the parents will be informed of the incident and asked to come to school.
- If the child lives within walking distance of the school, one adult should make the journey on foot in order to catch up with the child if possible.
- If the child is not found the parent or carer is contacted (alarming them as little as possible) and the missing child is reported to the police.

N.B. Pre-School children and After School Care children are not taken out on outings or visits

#### **If a child goes missing from an outing the school ensures the following procedures are put into place:**

- As soon as members of staff are aware of a child missing, members of staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone missing. One member of staff searches the immediate vicinity but does not search beyond.

- A member of management (Miss Cutting or Mr Cutting) is informed immediately (using the mobile phone) and they will make their way to the venue to aid the search and be the point of contact for the police as well as to support staff.
- The parent or carer is contacted (alarming them as little as possible) and the missing child is reported to the police.
- Staff take the remaining children back to school
- In an indoor venue, members of staff contact the venue security who will aid the search.

### **When the child is found**

- Two members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong, or, alternatively, may also have been afraid and distressed and will need comforting.
- Other members of staff will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

### **After the incident**

- The management will discuss with the child's parents the events surrounding the incident.
- If appropriate a meeting will be held at the end of the session to discuss the incident.
- The incident will be fully investigated by the management and authorities.
- Staff and parents should be asked to refer any enquiries they have about the incident to the management.

### **The investigation**

- Management will carry out a full investigation taking written statements from all the staff present at the time, or by those were on the outing.
- The staff write an incident report detailing:
  - The date and time of report
  - What staff/children were in the class/session or outing
  - When the child was last seen in the class/session or outing
  - What has taken place in the class/session or outing since then; and
  - The time it is estimated that the child went missing
- A conclusion is drawn as to how the breach of security happened
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Social Care may be involved if it seems likely that there is a safeguarding children issue to address.
- OFSTED is informed
- The school's insurance company is informed.