

**Missing Child Policy: The Whole School Policy**  
**including EYFS and Boarding**

This Policy should be read in conjunction with the Safeguarding & Child Protection Policy, the Supervision Policy, Attendance Policy and the Off-site Activities & Educational Visits Policy.

**POLICY STATEMENT**

1.1. The welfare of all the children at Hall Grove School is our paramount responsibility. Every adult who works here has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times.

1.2. We take all possible measures to ensure that pupils do not go missing whilst on school premises or on school trips. Formal registers are taken twice a day, before morning and afternoon lessons, and any absences are followed up promptly. During the school day, teachers are also expected to be aware of any pupils missing from their lessons and to follow up any concerns they might have about a pupil's absence from a lesson. Children leaving school outside of normal collection times for medical appointments and the like are signed out of the office by the collecting parent and signed back in on their return.

1.3 We pay due regard to the DfE advice Children Missing Education and Advice on School Attendance. Hall Grove School understands a "missing" pupil to be a pupil not present without authorisation or explanation. If a child is missing from school for a prolonged period, this will be considered a safeguarding issue and dealt with under our Safeguarding & Child Protection Policy. Hall Grove has a legal obligation to notify the relevant authorities in the case of an extended unexplained absence or failure to return to school following school holidays.

**2. ACTIONS TO BE FOLLOWED IF A CHILD GOES MISSING FROM THE SCHOOL**

2.1 Our 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 at any time in the school day (or overnight in the case of Boarding), staff should immediately inform a senior member of staff who will take the following action:

2.1.1 Place any other children they are supervising in a safe and secure room (evenings within the Boarding House)

2.1.2 Immediately inform another member of staff, preferably the Headmaster or another member of SMT, so that one can look after the other children whilst the other continues with this procedure:

2.1.2.1 Ask the other children when and where they last saw the missing child

2.1.2.2 Send a member of staff to the main school entrance to control access and egress.

2.1.2.3 Check the school buildings and/or grounds in the area where the child was last seen.

2.1.2.4 Check with the School Nurse and the School Office.

2.1.2.5 It may be necessary to summon the whole school by way of fire drill; the Headmaster decides.

2.1.2.6 Check the CCTV recordings

2.1.2.7 Telephone the parents to inform them and to find out if the parents have any knowledge concerning the child's disappearance or whereabouts

2.1.2.8 If after 20 minutes the child has not been found, the police should be informed without further delay.

2.2 A written record of the situation and steps taken will be completed as soon as possible. We will cooperate with any police investigation and any safeguarding investigation by the local authority.

### **3. ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING AWAY FROM THE MAIN SCHOOL**

3.1 Our 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 at any time when away from the main school, whether attending a sports match or on a school trip, staff should immediately inform the senior member of staff present who will take the following action:

3.1.1 Carry out an immediate head count in order to ensure that all other pupils are accounted for (and to check that the child is indeed missing)

3.1.2 Ensure the remaining children are supervised in a safe place whilst a search was carried out

3.1.3 One adult would search the immediate vicinity, including any toilets

3.1.4 Ask the other children when and where they last saw the missing child

3.1.5 Contact the venue manager or the staff of the school they are visiting to arrange a search

3.1.6 Check any available CCTV recordings

3.1.7 Inform the Headmaster and DSL by phone

3.1.8 Ask the Headmaster to telephone the child's parents to inform them and, in the case of a sports match away at another school, to ask them if they have taken the child home without signing them out with staff

3.1.9 If after 20 minutes the child has not been found, the police should be informed without further delay.

3.2 A written record of the situation will be completed as soon as possible. We will cooperate with any police investigation and any safeguarding investigation by the local authority.

### **4. ACTIONS TO BE FOLLOWED ONCE THE CHILD IS FOUND**

4.1 Talk to, take care of and, if necessary, comfort the child.

4.2 Speak to the other pupils to ensure they understand why they should not leave the premises or separate from the group on an outing

4.3 The Headmaster will speak to the parents to discuss events and give an account of the incident.

4.4 The Deputy Head will undertake a full investigation. This may involve all concerned providing written statements. The Deputy Head will report to the Headmaster on his findings including: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time the child was missing and how they appeared to have gone missing, as well as considering any lessons for the future.

4.5 The school will review its procedures and, if appropriate, these would be adjusted.

4.6 Consideration will be given to the wellbeing of the child in question and the School Nurse may deal with their pastoral needs.

4.7 If it transpires that the event occurred as a deliberate act by the child, it may be considered

a disciplinary matter but equally it may be regarded as a safeguarding issue and treated as such in accordance with the Safeguarding & Child Protection Policy.

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