

# **Missing Child Policy**



## **Glenwood School**

**Approved by:** Mrs J Payne (Head Teacher)      **Date:** December 2020

**Last reviewed  
on:**

**Next review due** December 2021  
**by:**

This policy should be read in conjunction with the Attendance policy and the Hampshire Police and Local Authority Missing Children Protocol. Statement of Intent

It is the responsibility of staff to know the whereabouts of the students at all times.

The level of staffing within the school ensures that students are closely supervised at all times, however on occasion students may choose to leave the school site without permission. Staff will encourage students to remain on site and remind them of the consequences if they choose to leave the school site. Students will be registered on arrival in their tutor room in the morning and for the start of the afternoon session.

Students will be escorted to their parents/carers/taxi at the end of the school day.

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Completed registers must be returned to the school office before 9.10am and again before 1.05pm. The safety of our students is our priority whilst they are in our care and if a student leaves the school for a period of more than ten minutes during the school day without permission, they are considered missing. This policy sets out our procedures for dealing with the unlikely event of a student going missing. Procedures in The Event Of a Pupil Going Missing Procedure 1 In the event of a member of staff fearing that a student has gone missing whilst at school:

- If a member of staff suspects that a student is missing from a lesson or activity, they must contact the nearest member of SLT and the school office immediately.
- Office staff will check the following items held in the school office:
  - Attendance Registers – to check the student was present for morning session.
  - Signing out book in case the student has been sent home ill, has a medical appointment or is on an off-site visit.
- The SLT member and any teaching assistants will:
  - Carry out a thorough search of the premises, including outside areas, (courtyard) toilets and storage areas.
  - Check timetables to ensure that the student is not working with another member of staff (lesson times) and corroborate this by checking they are with that adult.
- In the event that the student is not found within 10 minutes a member of staff will contact the parents/carers to discuss when would be the most appropriate time for the Police to be contacted to report the student as missing.
- SLT or a delegated member of staff will arrange for the Police to be contacted on 999/101. The member of staff should have available the full name, address, DoB of student. They will ask for a description, what they are wearing and the circumstances around them leaving the school site. They will also

ask if they are vulnerable, take drugs, have any special medical or learning needs and are likely to harm themselves or others. • The member of staff will complete the Pupil Reported As Missing (PRAM) form. • The Police will give an incident number which will need to be passed onto the parents/carers and entered on the PRAM form for future reference. • A SLT member will remain onsite to forward communications until the police and parents/carers are in liaison or the situation is resolved (The student is safe with an adult) Procedure 2 In the event of a member of staff fearing that a student has gone missing whilst off school premises – visits etc • The Group Leader must ensure the safety of all the remaining students. At least two members of staff must stay with them. • One or more adults should immediately start searching for the student. • The Visit Leader should contact school to alert them • If the student is not found within 10 minutes, the Group Leader will arrange for the Police to be contacted on 999/101 • The Group Leader should alert the school that the police have been contacted and the school (HT/DHT or senior staff) will make arrangements to notify parents. Liaison will need to continue between the school and parents/carers until one of the following resolution is reached: • The student returns home; • The student returns to school; • The student is located by the Police and either brought back to school or returned home If the student does return home or back to school, the Police will need to be contacted with the incident number to cancel the Missing Person Report. If at the end of the school day, the student has still not been found, further calls need to be made to the Police to confirm that the student has not come back to school. Parents/carers will also need to be contacted to explain the same. Linked Policies: Child Protection Off Site Visits Critical Incidents and Planning Policy Health and Safety The Governing Body of Prospect School adopted this Missing child Policy on