

# LONGRIDGE TOWERS SCHOOL

## JUNIOR DEPARTMENT

### Safeguarding children: Missing Child

#### General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.

#### Policy statement

Children's safety is maintained as the highest priority at all times both on and off premises. In the unlikely event of a child going missing, our missing child procedure is followed.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe 1.4 Health and Well-being	2.2 Parents as Partners	3.4 The Wider Context	

#### Procedures

##### If a child goes missing from school:

- The person in charge will carry out a thorough search of the building and immediate grounds.
- The Head of Junior Department will be informed and will notify the Headmaster. If the Head of Junior Department is not available the Headmaster should be contacted in the first instance.
- The Head of Junior Department will keep the Headmaster informed.
- The remaining children in the class will be supervised by another member of staff along with the other Jerningham children to allow more staff to help with the search.

- The person in charge of the child will keep Head of Junior Department informed at all times without impeding the search.
- The register will be taken to ensure that there are no other children missing.
- Staff and children will be asked if they have seen the missing child, to help establish where the child was last seen.
- The Head of Junior Department will talk to staff to establish what happened.
- If the child is not found, the parents/carers will be informed by the Head of Junior Department.
- The police will be contacted by the head of Junior Department and the child reported missing.

#### **If a child goes missing from an outing:**

- As soon as a child is reported to be missing, staff ask children to stand with their designated adult in charge and a head count is carried out. One member of staff to carry out a search of the immediate area.
- The trip leader is informed, and they inform Head of Junior Department. If the Head of Junior Department is not available the Headmaster should be contacted in the first instance.
- If the outing is to an organised attraction the trip leader contacts security to enlist their help.
- The trip leader contacts the police and remains in phone contact with the police and the Head of Junior Department.
- The Head of Junior Department informs parents/carers.
- If possible the remaining children should be taken back to school or to a safe area.

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

- Two members of staff will care for the child and talk to the child to establish what had happened; the child may be distressed and now needing to be comforted.
- All people need to be informed that the child has been found as soon as is practicable.
- Other adults will talk to the rest of the children to ensure that they understand that they must not leave the group/building.

## **After the Incident**

- The Head of Junior Department will discuss the events surrounding the disappearance of the child.
- If appropriate a brief letter will be sent home with the children outlining the circumstances of the incident.
- Any questions from either parents or the press should be directed to Head of Junior Department or the Headmaster.

## **The Investigation**

- The Head of Junior Department should give a full written report to the Headmaster containing details of time and place that the child went missing, and the circumstances surrounding the incident.
- The Head of Junior Department will carry out full investigation into the incident and take written statements from any staff present at the time. The staff should sign and date their statements.
- The appropriate agencies should be contacted by The Head of Junior Department depending on the nature/severity of the incident.
- OFSTED should be informed.
- The Insurance Company should be informed.
- The incident should be reported in RIDDOR.

SJP

July 2009

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