

# LEICESTER GRAMMAR JUNIOR SCHOOL

## PROCEDURES TO BE FOLLOWED IN THE EVENT OF A CHILD GOING MISSING

*This is one of the procedures concerned with safeguarding. It should be read in conjunction with other policies: Pupil Supervision, Safeguarding including KCSIE, Policies and Procedures for Educational Visits, Pastoral, Media. It should also be read with regard to the Prevent Duty.*

*This is a whole school policy and as such applies to the EYFS.*

### **PROCEDURE TO FOLLOW IF A CHILD IS FOUND TO BE MISSING FROM THE SCHOOL PREMISES DURING SCHOOL HOURS**

Remaining children should be taken to their usual classroom and a register should be taken. Children should remain in their classrooms until the situation has been resolved. Classmates and friends should be asked of the child's whereabouts and any relevant information noted.

The school office and the class teacher should be contacted to determine if the child has another commitment or if the child has been collected by a designated parent or carer. If the whereabouts of the child cannot be confirmed the office staff should contact the caretaking team using the emergency contact numbers. The caretakers will be asked to close the school gates and to monitor all vehicles entering and exiting the site.

The Headteacher and Deputy Heads will be informed.

With regard to staffing ratios, all available staff should begin a search of the school buildings and immediate grounds. The search will be coordinated from the school office and SMT will decide on search areas for appropriate staff. This search should last for no more than 15 mins.

Groundstaff will begin a search of the extended grounds.

After 15 minutes the emergency services and parents will be contacted. A recent photograph of the child should be located via SIMS and handed to the emergency services.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and placed in the pupil's record folder.

## **PROCEDURE TO FOLLOW IF A CHILD IS REPORTED MISSING AFTER DISMISSAL TO A PARENT OR CARER**

The office staff should contact the caretaking team using the emergency contact numbers. The caretakers should close the school gates and monitor all cars entering and exiting the site.

The caretakers should halt the traffic already on site until the child is located or until the emergency services arrive.

The Headteacher, and Deputies should be informed.

With regard to staffing ratios, all available staff should begin a search of the school buildings and immediate grounds. This search should last for no more than 15 mins.

Groundstaff will begin a search of the extended grounds.

After 15 minutes the emergency services and parents will be contacted. A recent photograph of the child should be located via SIMS and handed to the emergency services.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and placed in the pupil's record folder.

## **PROCEDURE TO FOLLOW IF A CHILD GOES MISSING ON AN OUTING:**

An immediate head count should be carried out in order to ensure that all other children are present.

All children should be taken to a central point identified on the risk assessment and should remain there until the situation is resolved.

With regard to staffing ratios, all available staff should begin a search of the immediate area.

If applicable additional staff from the site of the outing should be informed and involved in the search.

The school mobile should be used to inform the Headteacher. After 15minutes the emergency services should be contacted.

The Headteacher, or in her absence a deputy named on the risk assessment, should use their discretion about when to contact parents and whether to ask them to come to school or proceed directly to the venue.

If the child is not found within a reasonable time the remaining children should return to school.

The trip organiser should remain and cooperate with the police investigation.

Individual members of staff must not speak to the media. All media queries should be referred to the Headteacher, or in her absence the Deputy Head, Chief Executive or Business Director. Staff must not discuss the matter with other parents unless instructed to do so by a member of SMT.

A written record of the incident and any action taken should be made as soon as possible after the incident as practicable and placed in the pupil's record folder.

## **PROCEDURE TO BE FOLLOWED 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 Headteacher will speak to parents to discuss events and give an account of the incident.

Individual members of staff must not speak to the media. All media queries should be referred to the Headteacher, or in her absence the Deputy Head, Chief Executive or Business Director.

A detailed report involving all concerned should be written. Procedures should be reviewed and, if appropriate, should be adjusted.