

# BLACKROD PRIMARY SCHOOL



## Missing Children Policy

**Approved by:** Governing Body

**Date:** March 2024

**Last reviewed on:** Spring Term 2023

**Next review due  
by:** Spring 2024

## OVERVIEW

Children are never allowed to leave the premises during school time without the head teacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the head teacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

## OBJECTIVES

1. To ensure that all children are kept safely on the school premises during school hours unless they have the Head teacher's permission to leave.
2. To ensure that children who leave school during the school day only do so with the Head teacher's permission and that they are accompanied by an authorised adult.
3. To ensure that the building, grounds and play areas are safe and secure during school hours.
4. To ensure that teachers and staff keep children under proper supervision at all times.
5. To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.
6. To ensure the school has systems and practices in place to minimise the possibility of children going missing either in school or when undertaking activities outside of school.

## STRATEGIES

1. If a child cannot be found by the teacher, the head teacher must be notified **immediately and told when and where the child was last seen.** Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the police must be called by the head teacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge will ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search will be made of the immediate vicinity and if the child is not found within a short period of time, the police will be called and the head teacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The LA will be notified by the head teacher that a child is missing.

8. If a member of staff finds the child the head teacher will be told at once. Parents, police and other authorities will be notified.
9. The head teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

## **OUTCOMES**

The safety of all children will be given our highest priority. A missing child is an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.