



'ALIS VOLAT PROPRIIS'

SEATON HOUSE SCHOOL

Missing child Policy

Date Reviewed: October 2019
Next Review Date: Autumn 2021
Reviewed by: Head and SLT

Missing Child Policy

This policy applies to the whole school including the Early Years Foundation Stage.

INTRODUCTION

The welfare of all of our children at Seaton House School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that she is in our care.

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

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

1. Take a register in order to ensure that all the other children were present
2. Inform the Headteacher and Deputy Head
3. Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
4. Occupy all of the other children in their classroom(s)
6. At the same time, arrange for one or more adults to search everywhere - firstly within the EYFS areas and the School site, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide.
7. Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Update the Headteacher and the Designated Safeguarding Lead (DSL) for safeguarding and child protection.
- The Headteacher will ring the child's parents to explain what has happened, and what steps have been set in motion. Ask them to come to the School at once.
- The Headteacher or person nominated by the Headteacher would notify the Police.
- Deputy Head would arrange for staff to search the rest of the school premises and grounds again .
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with her
- The DSL / Headteacher would inform the LCSB (Local Children Safeguarding Board).
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Headteacher will inform the Chair of Governors.
- The School's insurers would be informed.
- A report would be made under RIDDOR to the HSE if applicable.

A full record of all activities taken up to the stage at which the child was found would be made

for the incident report. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken to a safe place to be supervised.
- Inform the Headteacher and the Designated Safeguarding Lead (DSL) by mobile phone
- Contact the venue Manager and arrange a search if applicable.
- Headteacher arrange for additional staff to go to venue.
- The Headteacher will ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once
- Contact the Police
- Remaining children to return to school with additional adult. Lead staff member to stay at venue to liaise with venue Manager and or Police. Member of SLT to join them.
- The DSL / Headteacher would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Headteacher will inform the Chair of Governors
- The insurers would be informed
- A report would be made under RIDDOR to the HSE if applicable

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

ACTIONS TO BE FOLLOWED BY STAFF 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 and Deputy Head will speak to the parents to discuss events and give an account of the incident
- The Headteacher will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headteacher
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how he appeared to have gone missing, lessons for the future.
- Procedures should be amended/updated and any training, identified as necessary.

REVIEW

This policy will be reviewed every two years.

Reviewed October 2019

Judith Evans
Chair of Governors

Ruth Darvill
Headteacher