



Farnborough Road Infant School

Missing Child Policy

“Learning, Caring and Achieving Together”

At Farnborough Road Infant School, children’s safety is our highest priority, both on and off the premises. Every attempt is made to keep our children safe at all times.

Staff carry out thorough risk assessments for off site trips and follow the Entering and Leaving School Policy to ensure the security of children is maintained.

In the unlikely event of a child going missing, our missing child procedure is followed:

Procedures

Child going missing on the premises

- As soon as it is noticed that a child is missing, the key person/staff will alert the Headteacher.
- The Headteacher and other available members of staff will carry out a thorough search of the building and outside areas.
- If the child is not found the Headteacher will call the police and will report the child as missing and then will call the parent.
- The register will be checked to make sure no other child is missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could leave the premises.
- The Headteacher will talk to the staff to find out when and where the child was last seen and records this.
- The Headteacher contacts the Chair of Governors and reports the incident.
- An investigation is carried out by the Governing Body

Child going missing on a trip/outing

- As soon as it is noticed that a child is missing, ensure the rest of the class/group are sat down and are with a member of school staff
- All activities should stop immediately.
- The class teacher will search the immediate vicinity, but does not search beyond that.
- The class teacher will alert the trip venue staff that a child is missing.
- The class teacher should alert other staff on the trip that a child is missing.
- The class teacher to search the venue thoroughly supported by the trip venue staff.
- Trip Leader to inform Head/ Deputy or SLT in school and incident is recorded.
- The Headteacher contacts the police and reports the child as missing.
- The Headteacher contacts the parent, who makes their way to the school.
- All children are taken back to school.
- The Headteacher contacts the Chair of Governors and reports the incident.
- An investigation is carried out by the Governing body.
- The Headteacher or member of staff may be advised by the police to stay at the venue until they arrive.

The Investigation

- Staff keep calm and do not let the other children become anxious or worried.
- The Headteacher speaks to the parents.
- The Governing body carry out a full investigation taking a written statement from all the staff who were on the outing.

- The Member of Staff in charge writes an incident report detailing:
 - The date and time of the report.
 - What staff/children were on the outing and the name of the staff member, designated responsibility for the missing child.
 - When the child was last seen on the outing.
 - What has taken place on the outing since the child went missing.
 - The estimated time the child went missing.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, Ofsted is informed.
- The Insurance provider is informed.

Managing People

- Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. School leaders need to ensure that staff under investigation are not only fairly treated, but receive support while feeling vulnerable.

- Parents may feel angry and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the Headteacher. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the Headteacher and the other should be a Governor.
- Aggression or threats against staff will not be tolerated and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly, but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The Governors will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice.

This policy will be reviewed regularly.

October 2024

Signed _____ **Date** _____ **Headteacher**

Signed _____ **Date** _____ **Chair of Governors**