



## **Missing Children Policy**

**May 2019**

**Review May 2020**

## MISSING CHILD POLICY

### Overview

Students are not allowed to leave the premises during school time without the permission of a Student Mentor who will usually accompany the student. It is possible that on some occasions a student may leave the premises without the knowledge or permission of a Student Mentor. This policy is put in place to ensure that every action possible is taken to ensure the swift and safe return to school of that student.

### Objectives

1. To locate any missing student quickly
2. To ensure that all students are kept safely on the school premises during school hours unless they have a Student Mentor's permission to leave.
3. To ensure that children who leave school during the school day only do so a) with a Student Mentor permission and b) that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and outside areas are safe and secure during school hours.
5. To ensure that all school staff keep the students under proper supervision at all times.
6. To ensure that if a student 'goes missing' during the school day he/she is located quickly and returned safely to school.

### Strategies

1. If a student cannot be found by a Student Mentor, the Directors **must be notified immediately and told where and when and where the student was last seen.** Whatsapp will be used to communicate to all staff. Time is of the essence and prompt actions must be taken by all.
2. The remaining students in the school will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the school and its grounds.
3. The Police must be called by either the Director or other member of staff
4. Members of staff, where available, may be sent to search the local area.
5. If a student is missing during an outing or school visit the Mentor in charge must ensure that the remaining students are safely cared for by other staff. An urgent but thorough search should be made of the immediate vicinity and if the child is not located quickly the Police must be called and the Director and school notified.
6. School will immediately notify the students' parents.
7. The Local Authority will be notified by the Director that a student has gone missing.
8. If the student has been located the Headteacher, Police, parents and the Local Authority will be notified.
9. The Headteacher will investigate how the incident occurred and will take the appropriate action to ensure that similar events do not happen again.

## **Outcomes**

The safety of all students will be given our highest priority. A missing student should be an extremely rare occurrence. This Policy is designed to be put into place swiftly and effectively to locate any missing student, and to notify and involve parents and the authorities at every point.