



# MISSING CHILDREN POLICY

RGS The Grange

September 2021

Wendy Wreghitt, Deputy Head

## RGS THE GRANGE

### MISSING CHILDREN POLICY

RGS The Grange has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during the day.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between lessons. If, for any reason, a member of staff cannot account for a child's whereabouts during a lesson or activity the following procedure will be activated:

1. The member of staff in question will inform either Head, or a member of the Senior Leadership Team (senior member of staff) who will inform the Director of Finance & Operations. A thorough search of the entire premises will commence.
2. The senior member of staff will nominate two members of staff to search the area surrounding the premises.
3. If, after 30 minutes of thorough searching, the child is still missing, the senior member of staff will inform the police and then the child's parent.
4. While waiting for the police and the parent to arrive, searches for the child will continue. During this period other members of staff will maintain as normal a routine as is possible for the rest of the children in their care.
5. The Head, or Deputy in his absence, will be responsible for meeting the police and the missing child's parents. The Head will co-ordinate any actions instructed by the police, and do all they can to comfort the parents.
6. Once the incident is resolved, the Head will review relevant policies and procedures and implement any necessary changes.
7. All incidents of children going missing from school will be recorded in the Incident Record Book and in cases where either the police or social services have been informed, the relevant body (either ISI or Ofsted as appropriate if necessary) will be informed as soon as is practical.

**THIS POLICY APPLIES TO ALL PUPILS, INCLUDING THOSE IN EYFS.**

GWH

September 2011

Reviewed September 2013

September 2014

August 2015

August 2016

August 2017

August 2018

September 2019

September 2020

August 2021

Re-endorsed in September 2016 by Chairman of Board of Governors

Re-endorsed in August 2017 by Chairman of Board of Governors

Re-endorsed in August 2018 by Chairman of Board of Governors