

DANESFIELD MANOR SCHOOL



Missing Child Policy (inc. Early Years)

Last Updated: Sept 2022, Sept 2024, Sept 2025, Sept 2026

Review Date: Sept 2027

Policy Holder: SLT

Introduction

This policy should be followed when pupils and staff are involved in residential trips as well as day trips. Please refer to the Education Visits Policy for more information on trips.

In the unlikely event that a child in your care goes missing you must ensure that a panic situation does not arise. The other children in the school /early years must be safely supervised should staff be needed to leave the building to search the area. The following procedure must be followed without delay:

- The Headteacher/ Early Years Manager must be informed in the first instance. They should undertake a search of every room in the school/early years including toilets, Pool, and 1:1 classroom. However, do not waste time by delaying the search whilst you locate a senior leadership member, the search should be initiated directly.

N.B if you have been outside check every part of the outside area, ensuring that all external gates are still locked.

- During the missing period the staff will continue to search for the child whilst other staff maintain as near to routine as possible for the rest of the children in the school/early years.
- The Headteacher/Early Years Manager must speak with every member of staff to ensure that the child has not been collected by a guardian. A lack of communication may have caused that member of staff who had been responsible for the child not being informed.
- When a member of staff is unable to locate a child within the normal school routine; within 5 minutes for an early years' child, 10 minutes for a lower phase child and 15 minutes for an upper phase child a search will be conducted. If you have not found the child after searching for 10 minutes, the Headteacher/Early Years Manager must telephone the police. Give clear directions to Danesfield Manor and a clear description of the child (age, height, hair colour, description of clothes the child is wearing)
- The Headteacher/Early Years Manager must contact the parents of the missing child.
- An incident report MUST be completed within 24 hours.
- The Headteacher/Early Years Manager must contact Inspired Learning Group.

Missing Child – Trips/Outings

Regular head counts are carried out on children throughout the outing. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

- the organiser will be informed immediately and all staff present will be informed and deployed to

start an immediate thorough search of the area, ensuring that all other children remain supervised throughout

- if appropriate, on-site security will also be informed and a description of the child/children given
- in the event of a child not being found, the designated person in charge will immediately inform the police and provide the following information: Pupil name, age, photo if possible, description including clothing, height, any disabilities, home address and phone number.
- the designated person in charge will then inform Danesfield Manor who will contact the child's parents/carers giving details of what has happened. In the case of the whole of Danesfield Manor school and or early years being on an outing, all parents/carers details would be taken on the trip by the person in charge
- staff from the school/nursery will be sent to assist the safe return of the other children
- during this period, staff will be continually searching for the missing child, whilst other staff maintain the safety of the remaining children
- at least one member of staff will remain at the scene whilst others return to Danesfield Manor with the children. This member of staff will continue searching for the child/children
- the remaining member of staff will meet the police and parents/carers when they arrive at a designated point
- any incidents must be recorded in writing on an Incident Report within 24 hours.
- With incidents of this nature parents, carers and children may require support and reassurance following the traumatic experience.

Pupil Supervision at the end and beginning of the day

- Class teachers are responsible for their pupils at the start and end of the day. The member of staff who is teaching the class, is the member of staff responsible for dismissing the pupils in that class at the end of the day.
- Pupils who are attending a club *before* school are released to go to their classroom for the start of the school day. The class teacher will then take over supervision of that child.
- Pupils who are attending a club *after* school are told to make their way to the Club by their class teacher (if they are in Upper Phase) and Lower Phase/EYs pupils are escorted, where the Club Leader will then take over supervision of that child.
- All adults (Club Leaders or Class Teachers) must ensure pupils are dismissed in an orderly manner at the assigned door/gate. Pupils must be collected by adults of whom they know e.g. mother/father/carer. Only when the known adult has been seen by the class teacher/club leader can the child be released.

This policy must be read in conjunction with the Education Visits Policy and the Late Collection of Pupils Policy.

It is the responsibility of the Headteacher, Deputy Head and Early Years Manager to induct all staff in this policy. Staff should be made aware that any contravention of this policy will be treated as gross misconduct under Inspired Learning Group Disciplinary procedures and may lead to disciplinary action being taken.

It is the responsibility of individual staff to adhere to this policy which should be read alongside the Missing Child Procedure section in the School's Safeguarding Policy which is available in Teams/DMS Staff/DMS Staff Handbook/Policies.