

## SWARLAND PRIMARY SCHOOL

### "The best that we can be"

#### Missing Child Policy

#### Alert Phase

**Teachers:** When you are aware that a child is missing.

1. Note the time and write it down.
2. Count the students in your class and visually scan for child.

Ask "Is...here? Where is...?"

3. Alert office/headteacher immediately!

#### Notification and Data Collection Phase

**Office:**

1. Begin search by checking throughout the building & grounds.

**Teachers:**

1. Return to class and verify child missing.
2. Collect descriptive information (clothing, hair colour etc.)
3. Collect situational information (Did anyone see child leave? In what direction did child go? Was the child with anyone? What did that person look like? Did the child leave during recess, lunch, or near the end of school?)
4. Give descriptive and situational details to office.

#### Search Phase

**Office:**

1. Call parent and notify them of missing student and that a search at school is being conducted.
2. Deploy other support staff to carry out further searching of playground and surrounding areas.
3. Notify police.
4. Call parent with updated information - Ask parent if there is any reason why child would leave school, or check to see if student has arrived at home.
5. Have important information ready for police officer:

- A. Copy of registration form
- B. Description of student
- C. Time student was reported missing
- D. Information from parents

6. Help the police with an organized search.

**During school trips**

Where a child is missing during a school trip this policy will be applied but the location will not be the school but will reflect the geographic surroundings, buildings or other physical features.

**Evaluation:**

Process what happened and review for improvements.

Following any incident/event, inform LA and then the policy will be reviewed to ensure the incident cannot happen again.

## SWARLAND PRIMARY SCHOOL

### PROCEDURE FOR UNCOLLECTED CHILDREN

#### Up to 15 minutes late

**Teachers:**

1. Ensure that the child is supervised and supported.

**Office:**

1. Call parent/carer to establish why the child has not been collected.
2. If no response then inform supervising member of staff.
3. If response then inform what arrangements have been made for the child to be collected.
4. Keep trying up to 30 minutes late.

#### From 30- 60 minutes late

**Teachers:**

1. Ensure that the child is supervised and supported.
2. Contact parent/carer and emergency number 2 on contact list.

**Office:**

1. Make a second call to parent/emergency/all contacts (telephone number 1,2,3 contact list) to establish why the child has not been collected.
2. If no response then inform supervising member of staff.
3. If response then inform what arrangements have been made for the child to be collected.

#### REPEAT EVRY 15 MINUTES UNTIL:

#### Beyond 60 minutes late

**Teachers:**

1. Ensure that the child is supervised and supported.

**Office:**

1. Make a final call to parent/emergency contact to establish why the child has not been collected.
2. If no response then inform supervising member of staff and call Social Services Team who will advise on the next steps of action.
3. If response then inform what arrangements have been made for the child to be collected.

**Evaluation:**

Following an event review why parents were unable to be contacted, why emergency numbers didn't work and/or system was not effective. Review policy and procedure.

<b>Revision Record of Issued Versions</b>			
<b>Author</b>	<b>Creation Date</b>	<b>Version</b>	<b>Status</b>
Louise Fletcher	20.1.2014	1.0	Pending Governor consultation
<b>Changed by</b>	<b>Revision Date</b>		
School	15.12.16	2.0	Amended to reflect primary school status.
School	(add date)	3.0	Final version for publication