14c. Missing Child Policy

Lyceum School

1 Policy statement

1.1 **Scope:** This policy applies to staff (including volunteers), pupils and parents of the school and may be read in conjunction with the Safeguarding Policy. The procedures in this policy may be adapted as necessary. The Headmaster and members of SLT have a wide discretion in relation to the procedures in this policy.

1.2 **Publication:** This policy is provided to all staff in the Staff Handbook. Parents may request a copy from the school or review the policy on the school website.

1.3 **Policy aims:** Through the operation of this policy, we aim to:

protect the health and safety of pupils at the school.

2 Responsibility

2.1 The proprietor delegates appropriate responsibilities for the day-to-day management of the school to the Headmaster. In practice, all members of staff contribute to the safety of pupils at the school by providing appropriate supervision in accordance with the directions of the Headmaster and SLT. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the child's class teacher without delay.

3 Procedure for child missing during the school day

3.1 If a member of staff notes that a pupil is missing during the school day, he / she should contact Front Desk immediately.

3.2 The member of staff on Front Desk will then:

3.2.1 check whether there is a legitimate reason for the child's disappearance, such as early collection by a parent for an appointment

3.2.2 check the child's timetable for that day (where relevant) - this is situated in the staff folder.

3.2.3 check with the Lead First Aider to see if anyone has been sent home sick or has an appointment.

3.2.4 check with all departments where the child may be having an extra lesson.

3.2.5 check the Library and toilets in case the child is there

3.2.6 a message will be sent out on Channel 4 on the walkie talkies asking everyone if they know the whereabouts of the child.

3.3 If the child cannot be found following the above investigation, the child's class teacher will notify a member of SLT. The class teacher will ensure the class is supervised and then conduct an initial search, using assistance from the caretaker and Front Desk, with

involvement from a member of SLT. The Headmaster will be kept informed by the member of SLT leading the investigation.

3.4 As part of the initial search process, the child's friends and classmates will be asked if they have any knowledge of the missing child's whereabouts and searches will be carried out both inside and outside the building. Walkie Talkies will be used to contact all staff in the building, and everyone will operate on channel 4 during the search.

3.5 If the pupil is not found after the initial search (usually within 10 minutes), the member of SLT on duty will contact Front Desk to register the child as missing, together with any suggestions as to where the child might be, based on information gained from speaking to staff and other pupils. The member of SLT will:

3.5.1 contact the child's parents.

3.5.2 report the situation to the Headmaster.

3.6 The Front Desk will then contact the police and the Headmaster will contact the parents (where appropriate). The police will be provided with the information listed in section 5, as well as any other information reasonably requested by the police.

4 Procedure for child missing off-site.

4.1 If a child is missing during an educational visit, the following procedure will be followed:

4.1.1 a roll call will be taken.

4.1.2 staff will maintain the safety and well-being of other children.

4.1.3 the security of the venue will be informed, where relevant.

4.1.4 the group leader will contact the Headmaster or a member of SLT in the Headmaster' absence.

4.1.5 at least one member of staff will search the immediate vicinity.

4.2 If the child is not found after 10 minutes:

4.2.1 the police will be called and provided with the information set out in section 5 below.

4.2.2 the Headmaster, or Deputy Head in his absence, will contact the parents of the missing child.

5 Information to be provided to the Police

5.1 When the School contacts the Police, the following information should be provided:

5.1.1 the pupil's name.

5.1.2 the pupil's age.

5.1.3 an up-to-date photograph if possible

5.1.4 the pupil's height, physical description, and any physical peculiarities

5.1.5 any disability, learning difficulty or special educational needs that the pupil may have.

5.1.6 the pupil's home address and telephone number

5.1.7 a description of the clothing the pupil is thought to be wearing.

5.2 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

6 Review

6.1 This policy shall be reviewed every year by the Headmaster and updated as necessary. In undertaking the review, the Headmaster will take into account any incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.

7 Record and review

7.1 The school must keep a full written record of any incident of a missing child including:

7.1.1 the child's name.

7.1.2 relevant dates and times - when it was first noticed that the child was missing)

7.1.3 the action taken to find the child.

7.1.4 whether the police or any other external agency were involved

7.1.5 outcome or resolution of the incident

7.1.6 any reasons given by the child for being missing.

7.1.7 any concerns or complaints about the handling of the incident

7.1.8 a record of the staff involved.

7.2 A full written record of the incident will be kept on the child's file.

7.3 This policy shall be reviewed following any incident involving a missing child and updated as necessary considering the circumstances and any issues raised by members of staff, parents and pupils.