



Ashton House Preparatory School

## **MISSING CHILD POLICY**

Policy Title:	Missing Child Policy
Version:	Aug 24
Policy Summary:	Ashton House School and EYFS setting recognizes that Child Safeguarding and Safety is paramount. This policy outlines the processes and procedures we have in place if a child goes missing from school or from an educational visit.
Policy Owner:	Headmaster/DSL
Relevant to:	All staff
Date introduced:	September 2018
Next review date:	August 2025
Related School Documents:	<ul style="list-style-type: none"> <li>• Safeguarding Policy</li> <li>• Learning Outside the Classroom Policy</li> <li>• Staff Code of Conduct</li> </ul>
Date(s) modified/reviewed:	<p>December 2018: use of lanyards and id badges extended to include all off site visits, not just for the School Journey</p> <p>Reviewed July 2020 – amended to reflect school phone number is on child’s lanyard</p> <p>Reviewed March 2021 (KH)</p> <p>Reviewed October 2022 GMS</p> <p>Reviewed August 2023 AS</p> <p>Reviewed Aug 24 GMS, Sep 24 RS</p>

## **Procedures Once a Student Has Been Identified as Missing**

In the event of a student going missing, staff of Ashton House School and EYFS setting will follow the procedure set out below. The aim of the procedure is to locate the student as soon as possible and ensure that the correct people and agencies are informed.

When a member of staff identifies a student as missing, they will ask other staff members and students in the class if they are aware of their last known whereabouts. With this knowledge, they will alert senior management who will instruct all available staff to search the immediate school premises, paying particular attention to their last known whereabouts. Staff will keep a mobile phone on them whilst searching in case of emergencies or in case the student is found.

If the student is not found after a search of the immediate school premises, all available staff will search the wider school premises, including the school grounds. Once the search of the wider school premises is finished and if the student has still not been found, all available staff will search the immediate local community, without putting themselves at risk. This search will include following possible routes to the missing students' home as well as parks and other communal areas nearby.

Whilst this search is under way, the parent/carer of the missing student will be contacted, who will be advised to ensure somebody is at home in case the student comes back. The parent/carer will be strongly encouraged to contact family and friends outside of the school. Following contact with the parent/carer, the police will be called by the school to assist in the search. When the police arrive at the school, responsibility of the search is passed onto them, but staff will continue to assist in providing information and helping as necessary.

## **If a Pupil is discovered Missing during an Educational Visit**

A Risk Assessment will be done before the visit, a copy will be on the school system and a hard copy kept by the Group Leader.

The Group Leader will provide an itinerary and brief staff and other adults as to their roles and responsibilities during the visit e.g. sweeping the bus at the end of the visit.

Pupils are always expected to wear their school uniform or school PE kit and high visibility jackets if required, on daytime school outings to aid the easy identification of pupils.

Pupils, including those travelling to France for the annual residential school journey, are issued with lanyards bearing a card with their first name, the School's name, the name of the Teacher in Charge (TIC) and the TIC's mobile phone number/School phone number. In the absence of a school mobile phone, teachers are permitted to use their personal phone, out of sight of the children, during the visit and have this number on the child's ID card.

Students are briefed as to what to do if they become separated from the group.

Regular registers/headcounts are taken, students are reminded about staying with their group and responsible adult frequently both at the start of the visit and at several times during the visit.

Staff on the visit (including parent or other volunteers) are given instructions on safe management of their group, rendezvous positions and mobile phone numbers. Staff must wear their lanyards when on any school trip off the school site.

There should not be a group with a single member of staff alone, either groups should be in (at least) pairs or there should be more than one adult with each group. This means an adult can initiate a primary search for a missing child, whilst the other students are being supervised.

Staff should enlist support from venue staff to assist in a search.

The itinerary/risk assessment should be checked so staff can retrace steps in event of a search.

In the event of a child not being found the police must be called and the school office and Headmaster informed.

The Headmaster will contact the parents.

When the police arrive, responsibility of the search is passed onto them, but staff will continue to assist in providing information and helping as necessary.

## **Recording Missing Student Incidents**

All missing student incidents will be recorded at Ashton House School on a Pink Incident Form.

Details recorded will include:

- Date and time of the incident;
- Date and time of when the student was found and the location;
- Reasons for why the student was missing;
- The member of staff responsible for the student at the time of disappearance;
- Time parents/carers were contacted;
- Time police or other agencies were contacted; and
- A record of any discussions about the incident with the student.

Following all missing students' events, the school's and EYFS setting's procedures will be reviewed to identify any areas for improvement.