

Oastlers School

Policy Document



MISSING CHILD POLICY

OVERVIEW

Learners should never be allowed to leave the premises during school time without the Head Teacher's permission. It is possible that on some occasions a learner may leave the premises without the knowledge or permission of the Head Teacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that learner to school.

OBJECTIVES

1. To locate any missing learner quickly.
2. To ensure that all learners are kept safely on the school premises during school hours unless they have the Head Teacher's permission to leave.
3. To ensure that learners who leave school during the school day only do so with the Head Teacher's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep learners under proper supervision at all times.
6. To ensure that if a learner 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

STRATEGIES

1. If a learner cannot be found by his/her teacher, the Head Teacher must be notified **immediately and told when and where the learner was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining learners will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the learner's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the learner is not found within a short period of time, dependent on the vulnerability of the learner, the police must be called by the Head Teacher or staff member.
4. Members of staff, who are not supervising learners, will be sent to search the area in the immediate vicinity of the school.
5. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining learners are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the learner is not found quickly the police must be called and the Head Teacher notified.
6. As soon as possible, the parents will be notified that their child is missing.
7. The Local Authority will be notified by the Head Teacher that a learner is missing.
8. If a member of staff finds the learner the Head Teacher must be told at once. Parents, police and other authorities will be notified.
9. The Head Teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

OUTCOMES

The safety of all learners will be given our highest priority. A missing learner should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing learner and to notify and involve parents and the authorities at every appropriate point.