

The Ribblesdale Federation of Schools

Do Everything in Love (1 Corinthians 16:14)



Missing Child Policy and Procedures

Document Status			
Date of policy creation/review	Reasons for review	Date of adoption by the Governing Board	Date of next review
October 24	Recommended by School Advisor	18 th October 24	25/26 Cycle B
May 2026	Cycle of Review	7 th May 25	28/29 Cycle B
Signed and dated:			
Executive Headteacher	<i>C. Maddock</i>	Chair of Governors	<i>Andrew Bradley</i>

**The Ribblesdale Federation of
Schools
Missing Child Policy**

Aim

The aim of this policy is to ensure that all staff and parents/carers are aware of the procedures to take in the event of a child going missing.

Background

The Ribblesdale Federation takes the safety of children very seriously and is proud of its record in safeguarding children and understands that the welfare of the children in our care is paramount. **Every member of staff has equal responsibility in ensuring that children are adequately supervised and protected.** Pupils should never be allowed to leave the premises during school time without permission.

A child going missing is very rare in a primary school or early years setting, but it is an event that all service providers must be prepared for if the children in their care are to be appropriately safeguarded. The chances of finding a missing child safe are greatest if the child's absence is soon discovered. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures to ensure that every possible action is taken to ensure the quick and safe return of that child to school. Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safety and security of all children at all times.

Policy

- Appropriate steps will be taken at all times to ensure that the premises, grounds and play areas are safe and secure during school hours
- Staff will keep children under proper supervision at all times
- Parents and carers, are required to register their child's arrival and ensure that their child's departure is noted by a member of staff – an attendance register will be kept by staff including a sign-out sheet should they need to leave a lesson or leave the school during the school day
- Pupils will only be allowed to leave during the school day where permission has been given and they are accompanied by an authorized adult
- It is the responsibility of every member of staff to be aware of how many children are present at any time
- Head-count checks will take place at intervals during each session to ensure that all the children are present
- Key workers of new children should always take extra care to be aware of their whereabouts and ensure they know the boundaries of where they can and cannot go
- Children should always be 'counted out' as they go out to play and again when they are lining up to come back indoors – a member of staff should always be at the cloakroom doors to close them to ensure no children are left outside. This responsibility falls to those members on break duty for that day
- It is the duty of all staff to ensure that children are safe and well supervised during the day. However, should it be noted that a child may be potentially missing or is known to be missing the following procedure will be followed:

Stage 1

- i. The most senior member of staff at the time will take an immediate roll call of all children. The Headteacher or most senior person must then be informed if the roll call shows a missing child. At this stage, the ETHANE mnemonic would be actioned and used to collate information.
- ii. If it is discovered that a child is unaccounted for then a full and thorough search of the premises and its immediate surroundings will take place. This includes checking toilets, shared areas, rooms and playground to ensure the child is not hiding or locked in anywhere.
- iii. If appropriate question the missing pupil's friends to try to ascertain his/her intended movements and whereabouts.
- iv. The office will be notified to ensure the child hasn't been signed out for an external appointment of any kind.
- v. Staff will ensure that all other pupils are kept safe and closely supervised throughout the incident; on no account will any other children be left unsupervised so that staff can search.

Stage 2

- i. If the thorough search is unsuccessful in establishing the whereabouts of the child (no more than 10 minutes), the emergency services and the parent/guardian will be contacted.
- ii. Staff to confirm presence of other pupils in all classes.
- iii. On the arrival of the emergency services and the child's parent/guardian the Headteacher or senior member of staff present will be responsible for appraising them of all information in respect to the missing child and what action has been taken.

Stage 3

- i. The Headteacher will communicate the incident to the appropriate Local Authority Office and the Chair of Governors.
- ii. Hold a meeting of the Emergency Management Team (EMT)
- iii. Prepare written communication strategy, follow the direction of the police on communications approach and LA
- iv. A written record of the incident and any action taken should be made as soon after the incident as possible and placed in the pupil's confidential record. The system the school uses is CPOMS (Child protection online monitoring service) and all staff should input any relevant information; including conversations with parents, carers, child minders, police, the Local Authority and any other person they feel has contributed to the collection of evidence.
- v. Report the missing pupil incident in the Local Authority BeSafe site
- vi. Keep a log of all actions and decisions
- vii. Once the situation has been resolved an internal investigation will take place to examine how it occurred and put immediate measures in place to ensure it does not happen again.
- viii. If the pupil is still missing, the EMT will need to assess the impact on pupils, staff and community.
- ix. Parents will be advised of all safeguarding, security and supervision procedures – including this one – when they initially register their child, and will be given the opportunity to discuss any concerns.

The Ribblesdale Federation will ensure that:

Regular checks are made to ensure contact details and necessary phone numbers are up to date.

If the police are called, Ofsted and North Yorkshire Safeguarding Children's Board will also notify of the following information:

- What happened?
- What systems are in place for preventing such occurrences?
- What we did, at what time and in what order.
- Who we informed and when.
- We will cooperate fully in any investigation.
- Recording
- We will start to build a record as soon as is possible in the incident log, this will include:
 - The last definite sighting of the child.
 - Any unusual behaviour of the missing child or other children.
 - How many children were on the premises?
 - How many adults were on the premises and who?
 - What steps have been taken and when, by whom.
 - We will refer to Appendix B: Emergency plan

Dealing with reactions

We accept that the child's parents/carers will be frightened, distressed and upset. Through the sharing of policies, the situation will be easier for all as there will be an understanding of working within a framework of mutual trust and understanding. We accept that in such circumstances powerful emotions are involved and people's behaviour can be unpredictable. Those who may seem quite calm about the incident at the time can later become angry, threaten legal action or approach the local press.

Responses

- How sorry you are that the incident has happened.
- That a full investigation is in hand.
- That the Local Safeguarding Children's Board/Ofsted has been informed and will be investigating.

Child Absconding from School Protocol

In the event that a child is seen to try and run out of the school premises the following procedure will be applied:

- STEP 1** Alert the Headteacher / SLT and office staff by sending another member of staff to seek assistance.
- STEP 2** Group any remaining pupils together. If outside school return remaining children into the school building. If on a school visit keep the remaining children grouped. If they are aware of the circumstances reassure. (See Child Absconding from an Educational Visit Protocol)
- STEP 3** At the same time one member of staff should follow the child at a distance. Staff members should carry school walkie talkie/mobile phone with them at all times. The child must never be left on their own. The staff member should telephone and remain in live contact with school at all times whilst following. As soon as possible one further member of staff should be directed to locate and accompany the original staff member who is following.
- STEP 4** If child has absconded and will not return, HEADTEACHER / Senior Management to inform the Police immediately or delegate SLT member to dial 999 and provide relevant information.
- STEP 5** The Headteacher / SLT to inform parents/ guardians by telephone of current status.
- STEP 6** On arrival of Police ensure all known facts are given to officers. A request can be made for the Police to assist with further parent liaison. The police may advise school to inform the Child Rescue Alert service.
- STEP 7** The Headteacher / Senior Leadership Team to commence an incident log and accurately document all actions/ relevant factual information (Ensure date and times of actions are recorded).
- STEP 8** If deemed necessary reassure remaining pupils.
- STEP 9** The Headteacher / Senior Manager to alert the Chair of Governors - in their absence Vice Chair of Governors or named safeguarding governor should be notified. Inform the Local Authority.
- STEP 10** Police instructions should be implicitly followed. No press briefing should be made unless directed by the Police with the input of the local authority.
- STEP 11** The Headteacher / Senior Leadership Team to hold a staff briefing when possible to advise of current situation. Ensure staff are aware of information sharing protocols.
- STEP 12** Once resolved, school to conduct a case review and arrange a follow up meeting with parents/ guardians. Ideally this should be conducted prior to the child's return to school.

CHILD MISSING/ABDUCTED FROM AN EDUCATIONAL VISIT PROTOCOL

In the event of an emergency:

- STEP 1** Alert all adults supporting the visit. If groups are in different locations, recall all groups to an agreed central meeting point. Mobile telephone numbers **MUST** be exchanged prior to the commencement of the visit- see Educational Visit Policy.
- STEP 2** If the pupil is missing the Visit Leader should instigate a controlled search of the last known location/ building.
- STEP 3** If the pupil is located the Visit Leader should immediately inform the Headteacher / SLT who may direct the party to return to school or give permission to complete the Educational Visit.
- If directed to return, refer to school's Child Missing/ Abducted Protocol and complete steps 6, 8 & 11 and notify the Chair of Governors (in their absence the Vice Chair should be notified).
- If the pupil is not located or is known to have been abducted the Visit Leader should immediately telephone 999 to alert the police and then school to advise the Headteacher / SLT of the situation.**
- STEP 4** Headteacher / SLT to inform the Police immediately or delegate someone to dial 999 and provide relevant information. **Police instruction should be implicitly followed. The police may advise school to inform the Child Rescue Alert service.**
- STEP 5** Unless otherwise directed by the Police the Headteacher / SLT should inform parents/ guardians (by telephone) of current status. This conversation should be carefully managed and pertinent details shared with the Police.
- STEP 6** On arrival of the Police the Visit Leader should ensure all known facts are given to officers. A request can be made for the Police to assist with further school and parent / guardian liaison.
- STEP 7** Headteacher / SLT to commence incident log and accurately document all actions / relevant factual information. Ensure times and dates are recorded.
- STEP 8** If the child is not located or known to have been abducted the Headteacher / SLT should alert the Local Authority Director of Education and school's Chair of Governors (in their absence the Vice Chair should be notified)
- STEP 9** No press briefing should be made unless directed by the Police with the input from the Local Authority Media Relations Office.
- STEP 10** Headteacher / SLT to hold a staff briefing when possible to advise of the current situation. Ensure staff are aware of information sharing protocols.
- STEP 11** Under the direction of the Headteacher / SLT, all staff should work with multi-agency partners to ensure parents, guardians and family members are supported.
- STEP 12** Headteacher / SLT to discuss arrangements for post trauma counselling with the Local Authority.
- STEP 13** Headteacher / SLT to arrange an emergency Governing Body meeting to advise of the situation and review safeguarding policy, protocols and arrangements.

All who work in the school have a duty to:

- protect the health and safety of staff and children at all times
- comply with agreed policies and procedures at all times
- always be aware of the dangers of children going missing.

Training

All staff will be made aware of this policy during induction and provided with necessary training relevant to their role.

Applicability and scope

This policy applies to all staff and volunteers working for the organisation without exception. All staff have responsibility for ensuring that they work within the remit of this policy and in the manner in which they have been trained.

Responsibilities

Responsibility for the implementation, monitoring and review of this policy lies with the management of the organization.

The designated person with responsibility for implementing the policy is Catherine Maddocks.

Links to other policies

This policy links to other safeguarding policies including: Educational Visits, Safeguarding and Child Protection

Contacts

Police 999/ 101

Settle Police Station 101 ext 55881

North Yorkshire Safeguarding Children's Partnership: 0300 131 2 131

Ofsted 0300 123 4666