



Huxley & Utkinton St. Paul's C.E.



Primary Schools

Missing Child Policy

"Developing confident children through creativity and choice within a Christian community"

"Enabling every child to fulfil his/her potential in a nurturing Christian environment"

Purpose

To ensure that

- children understand how to keep themselves safe and the potential implications if they go missing.
- staff have a clear, pre-agreed structure of events to implement when responding to a missing child.
- children who go missing are found quickly and effectively and strategies are put in place to prevent similar situations reoccurring.

Aims

(as taken from the 2018 SAIMS Evaluation Schedule)

- Through reference to innovation, informed by the school's Christian vision, leaders show how the curriculum is tailored to meet the needs of all pupils the school serves. They make bold ethical arguments for the inclusion and support of vulnerable pupils, including those with learning difficulties linked to the school's vision that enable all to flourish.
- Leaders ensure that any barriers to inclusion that might limit the life chance to pupils are significantly reduced.

Agreed Procedure

- To prevent children from going 'missing' they will be taught about keeping themselves safe and what to do if they feel they need help as part of our science and PSHCE curriculum.

- 1) If a child is considered 'missing' a member of staff should conduct a search of the school building/site/locality as appropriate. Wherever possible this should be done without the child being made aware as in some cases it feeds attention-seeking behaviour or may result in the child going further away from the school site.
- 2) If the child cannot be located, speak to staff and children to discover where the child was last seen and if there were any significant events that could have led up to the child going missing. Check if this child has an Individual Plan/Risk Assessment.
- 3) Using information from children and staff, look again in the most likely places the child will be.
- 4) If the child is found, but is distressed and needs time to calm down, supervise the child from an acceptable distance.
- 5) If the child is not found, a dynamic risk assessment with the child's key workers should be performed e.g. Is this behaviour out of character? Where is the child most likely to be? Are there other circumstances that need considering/are significant?
- 6) Depending on the outcome of the dynamic risk assessment the outcomes will be a) continue to search for the child, b) phone the child's parents, c) phone the police to record a missing person. Phoning the police must only be done when a senior member of staff is in agreement that all other possible avenues have been explored and the child is at risk of harm.
- 7) Episodes where a child goes missing should be recording in the Class Log with as much detail as possible to ensure that any possible patterns can be tracked.
- 8) When appropriate the child should have a discussion with staff about the episode using A (antecedent), B (behaviour), C (consequence) and D (what they could do differently) approach to reduce the risk of the behaviour being repeated. Social stories may also help some children to understand more appropriate behaviours/responses.

9) Children who regularly go missing should have an individual plan/risk assessment known by all staff (see appendix).

When visiting places off-site children should have the importance of staying with the group emphasised prior to leaving the school. Once at the visit site they should be told what to do if they become separated from the group specific to the location. If a child does go missing the procedure above should be followed but also the establishment/event themselves should be informed so that they can support the search. Visit Leaders will detail what to do in the event of a missing child as appropriate to the site and will detail the roles of each member of staff accompanying the visit – this will be detailed on the Risk Benefit Assessment and shared with the appropriate staff.

Monitoring

- All instances of missing children should be reported to the Headteacher/the most senior member of staff immediately.
- Individual Plans/Risk Assessments are reviewed by the child's key workers after each occasion the child goes missing.
- The Class Logs are monitored termly by the Headteacher.

This Policy was drawn up in 2011 and last reviewed in September 2018 and last reviewed in September 2018 by staff and governors. It should be read in conjunction with our:

- **Behaviour Policy;**
- **Child Protection Policy;**
- **Safeguarding Policy;**
- **Restraint Policy.**

Headteacher: *Gareth Coyne (Acting Headteacher)*

Governor (Huxley): *Stephen Ratledge*

Governor (Utkinton): *Simon Lewin*

Date: *November 2018*

Review Date: **Autumn 2019.**