



## **CHILD GONE MISSING ON OR OFF SITE POLICY**

We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the setting or when they are on an educational visit.

We wish to work closely with our children and to provide them with a 'voice' and hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

### **Aims**

- To ensure that security procedures are in place to deal with the unlikely event of a missing child.

### **Procedure**

### **Role of the Local Governing Body**

The Governing Body has:

- has put into place school security measures- see Security Policy;
- delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- appointed the H & S Link Governor to look at all aspects of school security;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher**

The Headteacher will:

- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of security procedures and the roles of school personnel;
- notify parents of school security procedures and the procedures for dealing with a missing child;
- monitor and evaluate the effectiveness of this policy

### **Role of School Personnel**

All school personnel will:

- be aware of and abide by this policy;
- undertake appropriate training in security procedures;



- inform and remind pupils of security procedures such as the reporting of unidentified school visitors;
- remind pupils that they should not leave the school premises or to wander off while on an educational visit

### **Role of Pupils**

Pupils must be aware of and abide by all security measures that are in place.

### **Role of Parents**

Parents must:

- ensure they provide correct and updated contact details;
- be aware of school security procedures especially at the beginning and end of the school day

### **Risk Assessments**

Risk assessments are:

- in place in the event that a child should go missing on or off site;
- reviewed if a child should go missing

### **Reducing Risk of a Missing Child**

- All security procedures must be reviewed annually
- Every day school personnel must be aware of the following:
  - entrances and exits are secure
  - windows are secure
  - challenging and dealing with unauthorised people on the school site
  - alarms are switched on
  - outside lighting is switched on
  - security of valuables and personal possessions
  - visitors and contractors wearing identification badges

### **Procedures to Follow in the Event of a Child Going Missing**

- In the event of a child has gone missing in school:
  - Inform the Headteacher/Senior Leadership Team
  - Search the premises
  - If the child is still not found then contact the police giving full details of the child
  - Search the immediate area surrounding the school
  - Contact the child's parents
  - When the child is found review security procedures
- In the event of a child has gone missing off site:
  - Inform the party leader
  - Search the area



- Inform the police
- Notify the school
- When the child is found review security procedures

### **Training**

All school personnel to be trained in how to deal with a child going missing.

### **Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed every two years and the necessary recommendations for improvement will be made to the governors.

**Policy reviewed and approved 2/12/25**

**Signed:** ..... **Date:** .....

(Headteacher)

**Signed:** ..... **Date:** .....

(Chair of Local Governing Board)