

MISSING CHILD PROCEDURES

Hovingham and St. Hilda's CEVC Primary Schools Soft Federation

1. General Statement

Pupils 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 child 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 child to school.

2. Objectives

- To locate any missing child quickly;
- To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's permission to leave;
- To ensure that children 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;
- To ensure that the building, grounds and play areas are safe and secure during school hours;
- To ensure that teachers and staff keep children under proper supervision at all times;
- To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

3. Procedures

It is the duty of all staff to ensure that pupils are safe and well supervised during the school day. However, should it be noted that a pupil is missing please:

- Notify Head teacher and School Administrator. School Administrator/Office Staff to immediately check outside /car park area.
- Ensure remaining pupils are appropriately supervised and safe.
- Carry out a rapid search of the immediate area.
- Head teacher/School Administrator will inform the parents and ascertain whether the child has gone home
- If the child has not gone home Headteacher/School Administrator will inform the police and North Yorkshire County Council.
- When appropriate complete an incident report.

4. Outcomes

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

Signed.....Date.....

Review Date.....