

# MISSING CHILD PROCEDURES

## THE FEDERATION OF MIDDLEHAM VA AND SPENNITHORNE VC CE PRIMARY SCHOOLS

### 1. General Statement

Pupils should never be allowed to leave the premises during school time without the head teacher's/senior designated 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/ senior designated person. 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 students are safe and well supervised during the school day. However, should it be noted that a student is missing please:

- Notify Head teacher and School Administrator. School Administrator/Office Staff to immediately check outside areas.
- Ensure remaining pupils are appropriately supervised and safe.
- Carry out a rapid search of the immediate area, routes home and known play areas.
- Head teacher/School Administrator will inform the police, parents and North Yorkshire County Council.
- When appropriate complete an incident report ( to be found in emergency response folder)


