



Ombersley Endowed First School Missing Child Policy

Policy Statement

The safety and security of the children in our care at Ombersley Endowed First School and Nursery is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

All pupils are registered first thing in the morning and again after lunch. Staff maintain the appropriate high level of supervision throughout each session and are aware of the location of the children in their care at all times.

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent head counts. However, in the unlikely event that after a head count or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed:

- Staff will maintain the safety and well-being of other children.
- A register/head count will be taken.
- The Headteacher and at least one other member of staff will search the immediate vicinity or school grounds, going to places at which the child was last seen, tracing the routes that they may have taken.
- If the child is not found after approximately 15 minutes, the Headteacher or senior member of staff will contact the parents of the missing child by telephone.
- The Headteacher or senior member of staff will contact the police and inform the LA Emergency Planning Officer.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.

Off-site

- The Headteacher will travel to the visit site to support staff and the police if necessary.
- The remaining staff will return to the school with the rest of the children.
- The Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.

When the situation has been resolved, the Headteacher and staff will review the reasons for the event happening and revise procedures and risk assessments if necessary.

Signed: *C. Moore*

Date: June 2017

Date of Review: Summer 2020