

Bathford Church School

Missing Child Procedure



At Bathford Church School

- Formal registration is taken in the morning at 9am and then again at 1.10pm in the afternoon. (Refer to the Attendance Policy)
- Pupils that leave during school hours are signed out by a member of staff or parent/carer in the signing in/out book by the front door.
- Registers are also taken in the Out of School Care facilities and After School clubs.
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- When on excursions outside of the school premises, staff implement strategies to maximise safety and security of children in accordance with the School's Health and Safety Policy.

If a child cannot be located, the following steps will be taken:

- Staff will be informed that the child is missing; the designated safeguarding lead will be informed as soon as possible
- Staff will conduct a thorough search of the premises and surrounding area whilst maintaining the safety and well-being of the other children.
- If the child still has not been found, staff will then contact the child's parents or carers and a check made to establish whether the child has returned home from school.
- If a child is found during these enquiries then a full investigation will take place at school, which the Headteacher will chair. A Risk Assessment will be carried out and any recommendations made by the investigation team will then be implemented into school policy.
- **If there is any cause to believe that the child may have been harmed or is at risk of being harmed, has a history of missing episodes or is known to be at risk of exploitation, then the police must be called immediately on 999. Any reporting to the police will be made by a member of the senior management team - typically this will be the Designated Safeguarding Lead who is also the Head Teacher.**
- If the child cannot be found then the school will contact the police, providing as much information as possible, including;
 - * Name/DOB/Any Alias
 - * Previous Addresses
 - * Phone numbers/Emails/Social Media details
 - * Family Details (Names/Addresses etc)
 - * Contact details for any key worker/Social Worker
 - * List of Associates
 - * Details of any vulnerability (i.e. Learning Disabilities/Mental Health/Physical injury or Illness/Medication)
 - * Details of any current concern/issue for the child
 - * Circumstances of Disappearance

- Staff will continue to search for the child whilst waiting for the police and parents to arrive;
- Staff will liaise with the police and the child's parent or carer.

If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers

Police: 999 (101 for non-emergency)

Social Care: 01225 396512/3

Emergency Duty team: 01454615165

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