

Ringway Primary School

Missing Child Policy

Signed

Headteacher

Chair of Governors

To be reviewed: Spring 2015

 Spring 2017

 Spring 2019

Alert Phase

Teachers: When you are aware that a child is missing

1. Note the time and write it down
2. Count the students in your class and visually scan for child. Ask "Is here? Where is?"
3. Alert office/headteacher immediately!

Notification and Data Collection Phase

Office:

1. Begin search by checking throughout the building and grounds

Teachers:

1. Return to class and verify child missing
2. Collect descriptive information (clothing, hair colour etc)
3. Collect situational information (Did anyone see child leave? In what direction did child go? Was child with anyone? What did that person look like? Did child leave during recess, lunch or near the end of school?)
4. Give descriptive and situational details to office

Search Phase

Office:

1. Call parent and notify them of missing student and that a search at school is being conducted
2. Deploy other support staff to carry out further searching of playground and surrounding areas
3. Notify police
4. Call parent with updated information – Ask parent if there is any reason why child would leave school or check to see if student has arrived home
5. Have important information ready for police officer:
 - A. Copy of registration form
 - B. Description of student
 - C. Time student was reported missing
 - D. Information from parents
6. Help the police with an organised search

During school trips

Where a child is missing during a school trip this policy will be applied but the location will not be the school but will reflect the geographic surroundings, buildings or other physical features.

Evaluation

Process what happened and review for improvements.