

MISSING CHILD PROCEDURES

CRAYKE PRIMARY SCHOOL

General Statement

Pupils should never be allowed to leave the premises during school time without permission. It is possible that on some occasions a child may go missing or leave the premises without the setting's knowledge or permission. This procedure is put in place to ensure that every action possible is taken to ensure the quick and safe location or return of that child to school.

Objectives

- To locate any missing child quickly;
- To ensure that all children are kept safely on the premises during hours unless they have permission to leave;
- To ensure that children who leave site during the day only do so with permission and that they are accompanied by an authorised adult;
- To ensure that the building, grounds and play areas are safe and secure during hours;
- To ensure that staff keep children under proper supervision at all times;
- To ensure that if a child 'goes missing' during the day, they are located quickly and returned safely.

Procedures

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

- Notify Head teacher and a member of office staff. Office Staff to immediately check outside in the layby area also ensuring that the gates are closed and locked.
- Ensure remaining children are appropriately supervised and safe.
- All available staff to carry out a rapid search of the immediate area.
- Head teacher/Office staff will inform the Police, parents and North Yorkshire County Council if a child known to still be on site is not located within 10 minutes or immediately if it is certain that they have left the site.
- When appropriate complete a Major Incident Report.
- If it is known that a child has left site, two members of staff to calmly follow, not chase, at a safe distance and to only physically intervene if the child places themselves in immediate danger. Staff members following to take a mobile phone in order to maintain contact with school to provide updates.

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.

Please read this document in conjunction with our Emergency Plan (specific references p12 and p18)

Signed:	J Jackson
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