

Elmhurst Policy for any Child Missing

The welfare of the boys in our care is paramount. We acknowledge that it is possible that a child may go missing and every member of staff has equal responsibility in ensuring the safety of the children in the school.

We aim to ensure that no child ever goes missing and to have procedures in place to minimise this and actions to be taken if this happened.

Procedures to minimise this happening.

Appropriate steps are taken to minimise the risk of boys going missing.

- The attendance register is taken at the start of each morning and afternoon and the number of children is noted.
- It is the responsibility of every member of staff to be aware of how many children are present.
- Boys who arrive late will be marked in the register by the office staff
- Class Teachers of new children will take extra care to be aware of their whereabouts and ensure that they know the boundaries to be accessed. Gates and doors will be kept locked at all times.
- Boys are fully supervised during all times of the day, including playtimes, lunchtimes, dismissal times and when taking part in school trips and outings.

IN THE EVENT OF A CHILD GOING MISSING

This has NEVER happened at Elmhurst School, however in the event of this happening, this is the procedure that we will follow:

In the event that a boy goes missing in school or on an outing, Elmhurst staff will put into practice these agreed procedures. To ensure the child is found as soon as possible and the correct people are informed we will follow these procedures:

1. The missing child will be identified.
2. Staff on site will be immediately alerted. A member of staff will arrange for other children to be satisfactorily supervised and the rest of the staff will search for the child.
3. A member of staff will inform the Safeguarding Officer/Headmaster (if different).
4. A systematic search will be carried out to see if the child can be located in the surrounding area. (Staff searching for the child will carry a mobile and keep in touch with school and the member of staff safeguarding the rest of the group.)
6. The Headmaster or an appointed representative will inform the Parents/Guardians of the child to check if they have attempted to go home.

7. A member of staff will contact by phone any authorised persons who may have collected the child from school.

7. Home route will be checked.

8. If the child has not been located within 30 minutes then the emergency services will be contacted.

9. A full report of the incident will be recorded and shared with the Parents/Guardians, Headmaster and Safeguarding Officer.

10. Following the safe conclusion of the incident the Headmaster/Safeguarding Officer will review school procedures to evaluate if there are lessons to be learnt and whether any changes in procedures need to be made.