

**Missing Child Policy**

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| 1 | Summary | Missing Child | | | |
| 2 | Responsible person | Margaret Dennis | | | |
| 3 | Accountable SLT member | Caroline Knight | | | |
| 4 | Applies to | All staff  Support staff  Teaching staff | | | |
| 5 | Who has overseen development of this policy | Caroline Knight, Margaret Dennis and Governors | | | |
| 6 | Who has been consulted and recommended policy for approval | Senior Leaders | | | |
| 7 | Approved by and date | 17.11.22 | | | |
| 8 | Version number | 3 | | | |
| 9 | Available on | Every | Y  N | Trust website  Academy website  SharePoint | Y N  Y N  Y N |
| 10 | Related documents (if applicable) |  | | | |
| 11 | Disseminated to | Trustees/governors  All staff  Support staff  Teaching staff | | | |
| 12 | Date of implementation (when shared) | 17.11.22 | | | |
| 13 | Consulted with recognised trade unions | Y N | | | |

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# Introduction

* 1. Children’s safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the offsite procedures and exit/entrance procedures to ensure the security of children is maintained at all times.

# Aim of the policy

* 1. This policy explains the procedure for staff to follow in the event of a missing child both in the nursery/school environment and on any visits/outings.

# Implementation of the policy

**Child going missing on the premises**

* 1. As soon as it is noticed that a child is missing the keyworker/staff alerts the manager.
  2. The manager will carry out a thorough search of the building and outside area.
  3. If the child is not found the manager will contact the office and inform the Head of School, Deputy Headteacher or Assistant Head.
  4. Parent/carers will be contacted.
  5. The child will be reported missing to the police.
  6. The manager will talk to staff to find out when and where the child was last seen and records this on CPOMS.
  7. OFSTED will be informed.

**Child going missing on an outing**

* 1. If the policies and procedures are being observed it is very unlikely a child will become separated or lost during an outing.
  2. If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group.
  3. The manager will contact the school, Head of School and parents immediately. Contact numbers should be taken on any visits/outings outside of the nursery/school environment.
  4. The police will be informed and all the children will be returned to the pre-nursery.
  5. At the end of the day the manager will complete an incident report on CPOMS.
  6. OfSTED will be informed.