



Boroughbridge High School and King James's School Federation

POLICY STATEMENT

MISSING CHILD PROCEDURES

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| Policy last reviewed (date) | October 2021 |
| Ratified by Governors (date) | November 2021 |
| Next policy review due (date) | November 2024 |
| Due for review by Governors (date) | November 2024 |
| Staff Lead | BHS PA to Headteacher |

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by ensuring every action possible is taken to ensure the quick and safe return of a missing child to school.

Significant revisions since the last review:

Updated to Federation Policy.

1. General Statement

Pupils should never be allowed to leave the premises during school time without the head teacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the head teacher. This policy (HS004), adopted from NYCC, is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

2. Objectives

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's, pastoral leaders or parents' permission to leave.
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

3. Procedures

It is the duty of all staff to ensure that students are safe and well supervised during the school day however, should it be noted that a student is missing they must:

- Notify a School Administrator in the School Office (Boroughbridge High School) / contact emergency 'on call' (King James's School) - Staff to immediately check register listings.
- On confirmation that a child is missing senior staff are to be informed.
- Ensure remaining pupils are appropriately supervised and safe.
- Carry out a rapid search of the school and immediate areas.

- Headteacher/SLT/Pastoral Team Member/School Administrator will inform the police, parents and North Yorkshire County Council.
- When appropriate complete an incident report.
- Children with specific behavioural issues will have a specific care plan that will detail all emergency issues and will be made familiar to all relevant staff.
- As soon as practicable all Incidents are to be reviewed by the senior management and governing body.

4. 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.