



MISSING CHILDREN POLICY

Autumn 2015

Manager

Mrs S A Wilson

Review date – Autumn 2018

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. The registers are completed on line / or paper copies returned to the school office so any absences can be followed up by calling parents or carers.

When there is an off-site visit, it is the responsibility of the group leaders to ensure that a regular register is taken or head count made. This will depend on the nature of the visit, the mode of transport used and the location.

The children are supervised at all times, whether in the classrooms before registration, during break time, meal times, PE lessons or after school facilities.

The children may walk home alone with their parents' permission, otherwise they wait at the school entrance doors until they are collected. If no approved adult is there at normal pick up time, the child will be supervised until 3.50pm. If the relevant adult has not arrived to collect their child by 3.50pm, the child will be left in the care of the person on duty whilst enquiries are made and they are collected (see children not collected at the end of the school day protocol).

When a child is collected from school during the school day whether due to illness or a pre-arranged appointment, they must always be collected from the school office so that a note may be made in the register to record the fact that they are no longer on premises. Children are not allowed to leave the school premises alone during the school day for any reason. They must be collected by an approved adult. There is a list of parents, carers and relatives who we have been informed are not allowed to collect children from school in the school office.

It is the responsibility of the member of staff on duty whether teaching or supervising play to ensure that the children remain safe. Any visitors to the school are recorded arriving and leaving. Parents who come to school during the school day or after the day has ended are requested to report to the school office.

Missing Child Procedure

Procedure 1 – If a child is noted to be missing from the school premises;

- One member of staff should call the register to check and establish which child is missing.
- Check with the school office immediately as to whether the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment etc and inform the staff member on duty in the school office of the situation.
- All available staff will check school grounds and rooms to ensure that each child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.
- A staff member on duty in the School Office will contact the police and the parents (unless there are reasons connected with the child's welfare which indicate that this should not be done.) This phone call should occur no less than 10 minutes after the child's absence was first noted.
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil's confidential record.

Procedure 2 –If a child insists on leaving the premises:

- If a child insists on leaving the premises with the knowledge of the staff and cannot be persuaded by them to stay on the premises, parents will be contacted immediately. If it is thought that the child may be a danger to himself or others then reasonable force to return the child to the school premises should be used.
- If appropriate, and enough staff are available to enable one to leave the premises with a mobile phone, they will follow and observe as to where the child is going.
- If there are not enough staff to leave the premises to observe the child the staff member on duty in the school office may decide the child is unsafe and call the police
- A written record of the incident and any action taken should be made as soon after the incident as is practicable and placed in the pupil’s confidential record.

Procedure 3 - If a child is on roll but does not attend

- School have a concern a child has gone missing.
- School ring all contact numbers including emergency contacts.
- School teacher discuss with pupils friends (may have gone away).
- Child has been absent for 12 schools days and no contact then refer to EWO.
- Advise school to write home with 20 day date that they will be removed from role unless contact is made.

Referral to Missing Children Tracking Officer

Please include an attendance certificate up to and including last day on roll. Also attach letter sent to Child Benefits.

Start date (date of referral)	
End date (10 working days from start date)	

Missing Child’s Personal Details:

Name:	
Ethnicity:	
DOB:	
UPN No:	
Tribal No:	
Last Known Address:	
School:	

Name of Parent/Carer:	
Tel No: Home Mobile:	

Siblings of Child:

Name/s:
DOB/S:
School/s:
Outcome of EWO discussions and school discussions:

Emergency Contact Details

Name:		Name:	
Relationship:		Relationship:	
Address:		Address:	
Tel:		Tel:	

Appendix

Support from Education Welfare Officer

Taken from the Local Authority procedures

Day 13 EWO should pick up if no contact from school.

Home visit – key points to look for:-

- Is the house empty?
- Is the post on the floor?
- Is the grass long so could have been empty for a long time?
- Is there a 'to let' sign up? If so contact the letting agency. Explain safeguarding of a child and they should give you the information if they know where they are.

Contact local housing office.

- Is this a derby homes property?
- Did they give notice?
- Have they a forwarding address?
- Other contact numbers?

Check with school nurse.

- Have they shown up at a GP/ hospital in another area?
- Have they a medical condition that is likely they will return to their appointment for?

Check tribal

- Are there any siblings?
- Have they gone missing? Link up with that EWO etc.

Check CCM

- Are there any concerns for this family? If there are consider calling the police to report as a missing child.
- Are there other agencies involved? If there are contact them to see if they have any information.

Are they likely to be known to Adems team? If they are contact him.

- Ask if his team can do a home visit?
- Ask in the community if they know where the family has gone?

Check admissions systems. Any new applications received?

Complete missing children form and pass to CME electronically on day 21.

Referral form to Education Welfare Office

Information from School/EWO

Please include dates of all contacts and checks made.

Name of referrer:	
Contact number:	
Detail any concerns from school and if there is any Social Care involvement:	

Last day attended sch: Date letter sent from school with removal from roll:	
Date of home visits and information: Speak to neighbours:	
Phone calls:	
Letter sent:	
Are Adem's team involved? Date email/tcall:	
Ring school nurse for new address/last contact. Date:	
Possible whereabouts?	
Information from Admissions:	
Other agency information:	
Date letter sent to Child Benefits:	

If you think the young person may be at risk please consider a safe and well check with the police and ask them to file a missing persons report. Please indicate on this form that you have done this.