



**Whitley Abbey Primary School  
Missing Child Policy**

**Reviewed January 2018  
Next Review January 2021**

## Whitley Abbey Primary School

### CHILDREN LOST WITHIN THE SETTING

Children are welcomed into school by a teaching assistant and then registered at the beginning of each session by the class teacher. If any child is leaving school before the end of a session for an appointment or if ill then they must be signed out on the form **Children leaving School before 3.30 p.m.** Office personnel are responsible for this action.

Children being sent home because of illness should be accompanied to the main entrance by a responsible adult and handed over to the office personnel where parents/ carers will be contacted.

**If a child goes missing at any point in the school day all staff should follow these procedures**

#### **Child lost within a school session:**

- Organise search of the area and widen to rest of school site and surrounding area if necessary
- Speak to other children and try to elicit any useful information
- If the child is located – discuss with the child and the group the importance of remaining within the set boundaries at all times
- If the child is not located – inform the Headteacher or in their absence a member of the Leadership Team
- Office personnel to contact Police
- Head teacher or delegated member of staff to contact parents.

#### **After the event**

- Ensure that the child is in a place of safety either at home or with a named contact
- Contact parents/ carers to reassure them that a full investigation will take place in order to find out the circumstances as to why the child went missing
- Head teacher to investigate the circumstances of the event and record findings
- Headteacher will convene a meeting to describe why the child went missing. Parents and the Chair of Governors will be invited to attend.
- If relevant to the investigation the class teacher will be invited to attend
- A discussion will take place to describe the events. If there is a failure on behalf of the school to take appropriate measures to ensure the safety of the child measures will be instigated so that there should no repetition of the event.
- If the child deliberately went off the school premises then specific individual work will be carried out with the child in order to ensure that s/he recognises the dangers of this action.

- Report findings to the Health and Safety committee
- Review the situation after three weeks