

## Lost or Missing Child Policy

### Abstract

The safety and security of all the students in our care are paramount. Everything is done to ensure that the students are accounted for at all times when they are in the school's care. In the event of a student going missing, it is essential that the safety of the other students in the school's care is not compromised.

This policy should be read in conjunction with the *Safeguarding Policy*, *Staff Code of Conduct Policy*, *Learning outside the Classroom Policy*, *Attendance Policy* and the *Physical Restraint Policy*.

### Hampstead and Kensington (primary)

#### Policy Statement

To prevent a student going missing, a register is checked twice a day, as well as the outings registers, which are taken with the group and a duplicate left with the school office.

Registers are also taken for all extracurricular activities before, during and after school. The bus company has a list of students taking the bus updated twice daily (morning and after school) and must ensure that all students are handed over to a known adult on arrival at school, and a known adult on arrival home.

Students are made aware of the boundaries for any school or outside school activity. Headcounts are repeatedly taken during off-site activities.

Students are supervised at all times; visitors are recorded arriving and leaving.

If a student were found to be missing from a site, the following procedures would be followed:

#### Procedure 1

- Contact the Designated Safeguarding Lead or Principal immediately
- Assess when the student was last in class
- A member of the Senior Management Team and Site Manager will check the campus to ensure the student has not hidden or been locked in anywhere within the site
- Other sites are to be contacted to check the student has not joined another group after an outing, if appropriate
- If the student has not been found within 10 minutes the Designated Safeguarding Lead will then inform the Principal and call the police on 999 and the parent/carers
- Once police arrive all relevant information about the student will be given. The police will then take over the search.

#### Procedure 2

- If, after reasoning, a student tries to leave the premises without an adult, the teacher needs to consider if reasonable force needs to be employed to protect the student in line with government guidelines (see our Physical Restraint Policy)
- If an older student insists on leaving the premises and cannot be persuaded by the teachers to stay on site, parents/carers will be contacted immediately

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- If a student is known to have left school without permission, a member of staff, with a mobile phone, will follow and observe where the student is going and remain in contact with the Designated Safeguarding Lead or Principal to ensure the student's safety until the police (or parents if they live locally) can intervene
- If there are not enough teachers/staff to leave the site to observe the student the Safeguarding Lead or Principal will decide the student is unsafe and call the police on 999.

### Procedure 3

- If a student is found to be missing **while on an outing** one or more adults should immediately start to search for the child.
- The visit leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- The teachers should keep the rest of the group together and check the register again to ensure no other students are missing
- If the child is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
- The visit leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly.

When the situation has been resolved, the School will review the incident and revise policies and procedures if necessary.

### Westminster

To prevent a student going missing, a register is checked at least twice a day in school, in the morning and afternoon. Registration is taken in every lesson and recorded electronically. In addition, registers are taken on residential trips and a duplicate left with the Educational Visits Coordinator.

On trips, students are made aware of the boundaries of each activity. Students are supervised at all times on trips.

If a student were missing from a site, the following procedures would be followed:

### Procedure 1

- Contact Senior Management and the relevant Designated Safeguarding Lead immediately
- Check the register to establish when the student went missing
- Staff will check the campus to ensure the student has not hidden or been locked in anywhere within the site
- Other sites are to be contacted to check the student has not joined another group after an outing, if appropriate
- If the student has not been found within 10 minutes the Safeguarding Lead will then inform the Principal and contact the police on 999 and the parent/carers.

### Procedure 2

- If a student insists on leaving the premises with the knowledge of the staff and cannot be persuaded by staff to stay on site, parents/carers will be contacted immediately
- If appropriate, and enough staff are available to enable one to leave the site with a mobile phone, the staff member will follow and observe where the student is going
- If there are not enough staff to leave the site to observe the student, the Safeguarding Lead or Principal may decide the student is unsafe and call the police on 999.

### Procedure 3

- If a student is found to be missing **while on an outing** one or more adults should immediately start to search for the student.
- The visit leader must ensure the safety of remaining students. At least two adults must stay with them.
- The teachers should keep the rest of the group together and check the register again to ensure no other students are missing
- If the student is not found within 5 minutes, the visit leader must then contact the police by telephoning 999 (within the UK or similar equivalent number if overseas).
- The visit leader should alert the school office, or in the case of out-of-hours, the nominated school contact for the trip, that the police have been contacted. The school will make arrangements to notify the parents accordingly.

If a case arises that a student is absent from school, on any site, and the school has not received any notification from parents regarding the absence, the attendance officer will contact the parents immediately to find out the reason for absence. If the parents do not know the whereabouts of their child, the Safeguarding Lead will inform the parent that they will contact the police. If the parents cannot be contacted the Safeguarding Lead will endeavour to contact the parents' place(s) of work or a family friend to ascertain if the family have had to travel at short-notice for personal reasons.

### Children Who Are Missing From Education

A child going missing from school, particularly on repeat occasions, is a potential indicator of abuse or neglect, and as such the school is obliged to take action to act in the best interests of the child. The school understands its duty to report to the Local Authority any cases referred to in *Keeping Children Safe in Education* in relation to student absence where permission has not been granted and a student is absent for a continuous period of more than 10 days or when a student fails to attend school regularly. If the child is regularly absent, or there is a pattern to their absence, the Designated Safeguarding Lead will contact the appropriate MASH (Tri-borough Multi Agency Safeguarding Hub) team to pass on this information and for guidance.

**Our school will** inform our respective relevant local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;

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- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded.

We will notify the relevant authority as soon as the grounds for deletion are met, but no later than deleting the student's name from our register.