



Vision statement
BRIDGE is a family of schools committed to high performance. We embrace a universal culture of excellence in the learning communities we build.
Aims
To continue building a Multi Academy Trust that promotes strong values, an excellent education for all children, develops highly effective Academy Teams, is financially secure, and ensures effective governance.
To nurture, support and encourage aspirations by providing excellent learning opportunities, inspiring teaching environments, and a creative approach to curriculum subjects that secures engagement from all our learners resulting in high levels of academic progress and outcomes.
To develop outstanding leadership, teaching and support teams by valuing committed, reflective staff, and providing rigorous and challenging professional development for continual School Improvement.
To develop hubs as centres of learning excellence to disseminate best practice, firstly within and then beyond, the Trust.
To successfully engage and communicate with parents/carers in our local communities, supporting pupil progress, well-being and achievement.

Missing Child Policy

Purpose
To provide all staff with a clear understanding of how to respond and who to inform should they discover a child is missing.

March 2020

Policy Version	V1.1	Next Review Date	03/2022
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Introduction

This policy is written and should be read in conjunction with the whole school Health and Safety policy.

Purpose and Aims of this Policy Statement

The purpose of this policy statement is to give all staff, both teaching and non teaching, a clear understanding of how to respond and who to inform should they discover a child is missing. The aims of this policy statement are to:

- provide a clear procedure which is understood and effectively implemented by all staff,
- enable the missing child to be located as quickly as possible and given the appropriate level of safety and security commensurate with the pupil's age and emotional/behavioural maturity.

Emergency Procedures When a Child is Discovered to be Missing

Occasions when a child may go missing

Staff need to be mindful that a child can go missing at any time of the day. These times and examples of the occasions providing opportunities for a child to go missing are:-

a) From an indoor lesson

This could occur when a child is allowed to leave the classroom unaccompanied by an adult and fails to return.

- e.g. - to go to the toilet,
- to collect something from his/her bag in the cloakroom,
 - being sent to another class or teacher,
 - undertaking errands for the teacher such as taking the register to the office.

b) From an outdoor lesson

This could occur when the class are outside the building with the children spread out and/or engaged in a variety of activities that make it is easy for a child to wander away unnoticed.

- e.g. - during games lessons on the playground or field
- during other outdoor lessons, (e.g. measuring parts of the building)
 - at the beginning or end of outdoor lessons when children are getting changed or using the toilet, accessing drink bottles etc.

c) Travelling about the school

This could occur when the children are spread out and beyond the teacher's direct total supervision.

- e.g. - going to and from the classroom or outdoors before and after a PE lesson,
- going to and from the classroom before and after assembly,
 - going to and from the classroom at the beginning/end of lunch/break times.

d) Trips/visits

Planning in advance is critical for all trips. Risk assessments are always produced before any trip occurs.

These MUST address the possibility of a child absconding or getting lost. The assessment will vary depending on the visit and will detail the following:

- emergency plan to cover children getting lost and communicate plan to whole group
- written details of destination address and contact numbers given to all adults
- use of wristbands/school hats given to children for easy identification
- each child assigned to a group leader (with regular head counts to prevent such incidents)
- meeting point shown to all group when travelling/at each destination/in accommodation in case of separation and advise all children
- use a code of conduct for visit
- provide mobile phone to group leaders, sharing contact numbers

If the children are in a building such as a museum, then security must be called. If the child is not found within a reasonable timeframe after searching in-line with the guidance above for in/outdoors, then the Headteacher/Area Executive Headteacher MUST be contacted. They will provide guidance and arrange for parents to be contacted.

e) Other Times

These include:

- at the start of the school day when children are freely moving about the grounds and building to get to their cloakroom and classroom.
- At break and lunch times.
- At the end of the school day.

Upon discovering a child is missing

It is important that the person discovering a child is missing knows what to do. What action is taken depends on who discovers the child is missing. Therefore, the following action should be taken by the following personnel.

...Voluntary helpers will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the classroom support staff if there is one, or, if there is not, the nearest available teacher. They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child as directed by the class teacher or the Head teacher.

...Classroom Support Staff will:

Notify immediately the class teacher. If the teacher is not available for whatever reason they must inform the nearest available teacher. They should state the name of the child and what he/she was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child or supervision of the rest of the class as directed by the class teacher or the Head teacher.

...Lunchtime supervisors will:

Notify immediately a teacher, or a member of the senior leadership team (whoever is found first). They should state the name of the child (if known) or a description of the child (if the child's name is not known to them), what the child was last seen doing and where, and how long since they last saw the child. Thereafter they should assist with any organised search for the child or supervision of the rest of the children as directed by the Senior Midday Supervisor or the Headteacher

...The Class Teacher will:

Conduct a search of the immediate surroundings, i.e.:

Indoors - in the classroom (looking under tables, work surfaces and other possible hiding places such as cupboards), adjacent work areas and classrooms, nearby cloakrooms and toilets.

Outdoors - in the immediate area where the child was last seen including looking under bushes and equipment etc.

[NB: The teacher should quickly arrange for another adult (e.g. support staff or neighbouring teacher) to supervise their class while they conduct any search away from the class for which they are responsible].

If this initial search does not find the child the teacher shall begin a wider search of the school buildings and grounds including searching public areas in other parts of the school e.g. library areas, toilet and cloakroom areas, corridors, hall etc. (it is not necessary at this stage to search classrooms unless they are empty).

The task of undertaking this search can be done either by the teacher personally or they can delegate this to a member of the support staff depending on the teacher's knowledge of the child including their emotional and behavioural characteristics. At all times the rest of the class must be supervised by either the class teacher or a member of the support staff. If appropriate a neighbouring teacher can be asked to supervise the class (as well as their own) to enable both the teacher and the support staff to conduct the search. If this search does not discover the missing child within a reasonable time the teacher must inform the Headteacher (directly or via the school office) of the missing child and the facts surrounding the child's disappearance.

...The Headteacher will:

Take charge of the situation. If satisfied that the class is adequately supervised the Headteacher will join the teacher (and support staff if applicable) in searching the school premises for the missing child directing the teacher (and others) where to search (e.g. while he searches externally, the teacher searches internally) Alternatively, the Headteacher may direct the teacher (or support staff) to return to their class in order to continue supervising the class and to be a familiar adult should the missing child return to their classroom. In this situation the Headteacher will continue the search alone or with other available adults.

When the Headteacher is satisfied that the child is not on the premises he/she will instruct the office staff to contact the child's parents and inform them of the situation and to enquire if the child has returned home. If the child is at home the parents will be informed by telephone of the known facts surrounding the child going missing. If the child is not at home the Headteacher will, in consultation with the parents, begin a search outside of the school premises. If the parents cannot be contacted at home the Headteacher (or other adults as directed by the Headteacher) will begin a search outside of the school's immediate premises. This may include a visit to the child's home if this is near the school. If the child is not found within 45 minutes the Head teacher (or other staff if so directed by the Headteacher) will inform the Area Executive Headteacher, police and, as appropriate, the social services. Thereafter the Headteacher will follow the instructions of the police regarding the continuation of the search for the child.

...The Office staff will:

Inform the Headteacher of the missing child and then await further instructions. They will not take part in the search but will instead contact the child's parents when instructed by the Headteacher to do so and inform them of the situation and enquire if the child has returned home. They will then hand communication with the parents over to the Headteacher unless directed otherwise by the Headteacher. If the parents cannot be contacted the office staff will, if directed to do so by the Headteacher, telephone the police Area Executive Headteacher, and social services to inform them of the missing child and giving them such information as they may request. The school staff, including the Headteacher, will then continue the search as directed by the police and the office staff will continue to try to contact the child's parents.

Missing Children Seen Running Off the Premises

If, during the search, the missing child is seen leaving the premises, the member of staff witnessing this must inform the most senior member of staff immediately available or, if none is available, send a message to the office via a reliable messenger without losing sight of the child if possible.

As a general rule staff should not pursue a child beyond the school boundary. Instead they should report to the Head Teacher where they last saw the child and the direction the child was heading so that this information can be communicated to the parents or police as appropriate. The member of staff should then return to their normal duties unless directed otherwise by the Head Teacher.

In certain circumstances it may be appropriate for the member of staff to go beyond the school boundary, e.g. to retrieve a child who has accidentally wandered out of an open gate, or to follow/retrieve a child with special needs who has deliberately left the premises but in doing so does not understand the gravity of their action. Staff are expected to use their professional discretion in deciding whether or not it is appropriate to go beyond the school boundary in pursuance of such children.

If a child is followed beyond the school boundary the member of staff must behave in a manner that is not threatening to the child. They must not run after the child as this may cause the child to run into a dangerous situation, e.g. the child might run into a road without looking out for traffic in an attempt to evade the pursuing, running adult.

In exceptional circumstances where a child is known to be liable to run off the premises, the school may prepare and enact contingency search plans involving named staff. When enacting these plans staff should be mindful not to put themselves or the child at risk.

Investigations

When a missing child has been located and safely returned to school, the child's family or the police, the Headteacher will conduct an investigation into the circumstances of the child going missing. This is in order to identify any factors that need to be addressed by the school or communicated to the parents to prevent a recurrence of the child going missing.

1) If you discover a child is missing

Voluntary helper / contractor / TA / MDSA / Office Staff



Tell the class teacher / nearest teacher

Name of child, what last seen doing, where and how long since saw them

Help as directed by class teacher or Headteacher

Class Teacher



Conduct search of immediate surroundings and arrange for another adult to supervise their class.

If don't find child after initial search, inform Headteacher and decide whether teacher continues or other adult depending on child's emotional needs, follow guidance of Headteacher.

2) Headteacher

Take charge of the situation

- Is the class adequately supervised?
- Join search and direct others where to search as appropriate.
- If child not located on premises (within 45 minutes), arrange for office staff to contact parents and then Area Executive Head, police and social services (if appropriate)