



Hazelwood School

## MISSING CHILD PROCEDURE (Years 1-8)

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### If a child goes missing on the premises during the school day

1. As soon as it is noticed that a child is missing the staff member alerts the Deputy Head (or SLT Duty Officer) (in their absence another member of SLT) immediately.
2. All other teachers in the vicinity of the teaching area are also alerted.
3. The most senior member of staff, who does not have immediate teaching responsibilities arranges for:
  - a. The register to be checked to make sure the child is not absent with the school's knowledge.
  - b. The register to be checked to make sure no other child has also gone astray.
  - c. Doors and gates, for Years 1 and 2, are checked to see if there has been a breach of security whereby a child could wander out.
  - d. A thorough search of the school site is undertaken immediately to ensure that the child is not lost, trapped or inadvertently waiting in another place.
4. If the child has not been located after the above steps, the Deputy Head (or SLT Duty Officer) will contact the parents/guardian and the missing child is reported to the police.
5. The following actions will be taken by the Deputy Head (or SLT Duty Officer):
  - a. Instruct the Estates Manager to secure the site as far as possible.
  - b. Speak to staff.
  - c. Talk to the pupils who last saw the child.
  - d. Liaise with the Police.
6. Whilst the child continues to be missing, Police will lead any further investigation.
7. Senior management carries out an investigation once the Police investigation is completed. A Major Incident Report is completed by the SLT and Governors are informed.

## **Child going missing on an outing**

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity and any other search area they deem reasonable.
2. The Deputy Head (or SLT Duty Officer) (in her absence another member of SLT) is contacted immediately and the incident is reported.
3. The lead member of staff on the trip then:
  - a. Checks the Trip Register
  - b. Checks no other child has also gone astray.
  - c. Contacts appropriate external staff (eg museum security) to assist and widen search
4. If the child has not been located after the above steps, the Deputy Head (or SLT Duty Officer) will contact the parents/guardian and the missing child is reported to the police.
5. The following actions will be taken by the Lead staff member:
  - Speaks to other staff on trip.
  - Talks to the pupils who last saw the child.
  - In conjunction with Deputy Head (or SLT Duty Officer) liaise with the Police.
6. Whilst the child continues to be missing, Police will lead any further investigation.
7. Staff take the remaining children back to School or to the accommodation if on a residential trip – 1 member of staff staying for investigation and identification
8. Senior management carries out an investigation once the Police investigation is completed. A Major Incident Report is completed by the SLT and Governors are informed.

## **The Investigation**

- Staff keep calm and do not let the other children become anxious or worried.
- The Deputy Head (or SLT Duty Officer) takes the responsibility to speak with the parents/guardian. In some cases, the Deputy Head (or SLT Duty Officer) may delegate responsibility to the SLT.
- SLT carry out a full investigation taking written statements from all the staff in the room/class or who were on the outing.
- Governors may require involvement with the inquiry. The Head or Deputy Head (or SLT Duty Officer) should agree the parameters of the investigation at its outset.
- The staff member who discovered the missing child writes an incident report detailing:
  - The date and time of the report.
  - What staff and children were in the group, class or outing and the name of the staff designated responsible for the missing child.
  - When the child was last seen.
  - What has taken place in the group, class or outing since the child went missing.
  - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care (Surrey Safeguarding) may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents Policy) if appropriate; the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, ISI is informed.
- The insurance provider is informed.

**Ratified by the Compliance Committee, Spring 2017**  
**Alison Curson**  
**Chair of Compliance Committee**