



Believing and Achieving Together

Sign:

Date: March 2021

Review: March 2023 or sooner if required

## **Child Gone Missing On or Off Site**

We believe it is essential to have in place exceptional school security systems to prevent pupils going missing from the school or when they are on an educational visit.

### Aims:

- To ensure that security procedures are in place to deal with the unlikely event of a missing child.

### Procedure:

#### **Role of the Governing Body**

- The GB has:
  - appointed a Site Manager to put into practice school security measures;
  - delegated powers and responsibilities to the Headteacher to oversee all school security measures;
  - appointed a Security Committee composed of one governor, the Headteacher, Site Manager and a member of staff to look at all aspects of school security;
  - nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB;
  - responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher**

- The Headteacher will:
  - ensure that security measures are in place and are effective;
  - ensure that all school personnel are aware of security procedures and the roles of school personnel;
  - notify parents of school security procedures and the procedures for dealing with a missing child;
  - monitor and evaluate the effectiveness of this policy.

#### **Role of the Security Committee (part of Resource Management)**

- The Security Committee will:
  - monitor security procedures;
  - undertake/coordinate security risk assessments;

- consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement;
- inform parents of new and improved security measures.

### **Role of School Personnel**

- All school personnel will:
  - be aware of and abide by this policy;
  - undertake appropriate training in security procedures;
  - inform and remind pupils of security procedures such as the reporting of unidentified school visitors;
  - remind pupils that they should not leave the school premises or to wander off while on an educational visit.

### **Role of Pupils**

- Pupils must be aware of and abide by all security measures that are in place.

### **Role of Parents**

- Parents must:
  - ensure they provide correct and updated contact details;
  - be aware of school security procedures especially at the beginning and end of the school day.

### **Risk Assessments**

- Risk assessments are:
  - in place in the event that a child should go missing on or off site;
  - reviewed if a child should go missing.

### **Reducing Risk of a Missing Child**

- All security procedures must be reviewed annually by the Security Committee.
- Every day school personnel must be aware of the following:
  - entrances and exits are secure
  - windows are secure
  - challenging and dealing with unauthorized people on the school site
  - alarms are switched on
  - outside lighting is switched on
  - security of valuables and personal possessions
  - visitors and contractors
  - wearing identification badges
  - carrying personal alarms.

### **Procedures to Follow in the Event of a Child Going Missing**

- In the event of a child has gone missing in school:
  - Inform the Headteacher

- Search the premises
  - Check the CCTV footage
  - If the child is still not found then contact the police giving full details of the child
  - Search the immediate area surrounding the school
  - Contact the child's parents
  - When the child is found review security procedures
- In the event of a child has gone missing off site:
    - Inform the party leader
    - Search the area
    - Inform the police
    - Notify the school
    - When the child is found review security procedures

### **Training**

- All school personnel must be trained in how to deal with a child going missing.

### **Monitoring the Effectiveness of the Policy**

- Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.