



**PACKWOOD HAUGH SCHOOL  
(Including EYFS)**

**Missing Child Policy**

<b>Authorised by the Governing Body:</b> Yes	<b>Date:</b> 17/10/2024
<b>Produced by:</b> Sue Rigby 01/09/2024	
<b>Date Disseminated to the Staff via the intranet:</b> 01/09/2024	
<b>Date of Review:</b> 17/10/2025	
<b>Signed:</b> <i>James Pitt</i> , Chair of Governors	

## Missing Child Policy

Staff should always be aware which children ought to be in their lesson, activity, club, game, boarding house etc. A satisfactory explanation for any absences should be sought immediately.

If a child leaves a lesson to go to matron then the lesson taker should phone matron to let her know of the imminent arrival of the child and then if the child is to be return to lessons they will be accompanied by matron and if not matron will let the lesson taker know that the child is staying with her. Possible explanations for absence include: learning support, music lesson, school trip, visit to senior school, illness. An absentee list is produced by the matrons each morning, and a 'register' taken twice a day (see Registration procedure). If a child has not been registered by 9.00 a.m. then the matron on duty will contact the parents/carers to confirm the reason for the child's absence. If contact cannot be made with the parents/carers by 10.00 a.m. then the Head, or in his absence, one of the Deputies should be informed and social services phoned to inform them of the unexplained absence.

Duty staff should be vigilant during free time, and should make a particular effort to 'keep tabs' on the whereabouts of any child known to be distressed.

- If a member of staff suspects, having failed to establish a satisfactory explanation for absence, that a child may be missing from the school or may be hiding somewhere in the grounds, he/she should immediately inform the Head (or in his absence, the Deputy Head) who will institute a search.
- Such staff (and senior children, if appropriate) as are available and are required will be enlisted to assist with the search. One or two members of staff should take cars and drive around the local area. Ideally they should carry mobile phones. One or two members of staff should speak sensitively to the friends of the missing child to ascertain why and where the missing child may have gone.
- If, after 20 minutes, the child remains missing, the Head or Deputy Head will telephone the local police and the child's parents.
- Should the child be missing from the boarding house in the evening/night time then the Head (or in his absence the Deputy Head) should be informed immediately and a search of the boarding house conducted by the boarding staff and the grounds by the resident staff. If the child cannot be found the parents and the police should be contacted immediately.
- Should a child go missing whilst on an outing then a search by available staff will take place, the meeting point will be checked and the venue's staff informed. If, after 15 minutes, the child cannot be found the police and the parents will be informed. The Head will also be informed.

A missing child, once found, should be treated sympathetically. A suitable person or persons (Head, Deputy Head, Head of Acorns, EYFS teacher, Matron, Tutor, Parent) should speak to the child to establish the reasons for his/her disappearance. Parents, if not yet informed, should be telephoned.

Any such incident will be recorded by the Head in the Missing Child Folder in the private Head share folder and by the matron on the database, including information on the incident itself, any action taken and the reasons given (if any) by the pupil for being missing.

If a child goes missing repeatedly this needs to be reported to the Head who needs to meet with the parents and advice/support sought through the Early Help Team.

### **Acorns (Including EYFS)**

Acorns children are supervised by teachers or teaching assistants throughout the school day. Designated Acorns play areas and our Forest School area have clear boundaries and fences, and the children are reminded to stay within these at all times. On school trips, the children are reminded to stay with the group leaders at all times and group leaders keep head counts throughout the day. Registers are taken twice a day, and when classes are handed over to specialist teachers for music, games etc. absences are noted.

In the unlikely event of a child going missing at school or on an outing a search of the immediate environment will be undertaken by available Acorns staff. The Head (or Deputy Head in his absence) will be informed, who will institute a wider search. If, after an appropriate period of time, no longer than 20 minutes), the child remains missing, the Head or Deputy Head will telephone the police and child's parents. If on an outing and appropriate the staff of the venue will be informed and asked to assist in the search. If after 15 minutes the child cannot be found then the police and the parents will be informed. The Head will also be informed.

Any such incident will be recorded by the Head in the Missing Child Folder in the private Head share folder and by the matron on the database, including information on the incident itself, any action taken and the reasons given (if any) by the pupil for being missing.