



**King James's School & Boroughbridge High School Federation
POLICY STATEMENT**

Missing Child Policy

Policy last reviewed (date)	November 2024
Ratified by Governors (date)	November 2024
Next policy review due (date)	November 2027
Due for review by Governors (date)	November 2027
Staff Lead	BHS PA to Headteacher

MISSION STATEMENT:

This policy will support the school by being reflective of the Governors' direction and School's development plan. It will be used in an efficient and effective manner by ensuring every action possible is taken to ensure the quick and safe return of a missing child to school.

Significant revisions since the last review:

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Section 1: General Statement

Pupils should never be allowed to leave the premises during school time without permission. It is possible that on some occasions a child may leave the premises without the setting's knowledge or permission. This policy (HSPR14), adopted from NYC, is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

Section 2: Objectives

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's, pastoral leaders or parents' permission to leave.
- To ensure that children who leave site during the day only do so with permission and that they are accompanied by an authorised adult;
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

Section 3: Procedures

It is the duty of all staff to ensure that students are safe and well supervised during the school day. However, should it be noted that a student is missing please:

- Notify a School Administrator in the School Office (Boroughbridge High School) / contact emergency 'on call' (King James's School) - Staff to immediately check register listings.
- On confirmation that a child is missing senior staff are to be informed.
- Ensure remaining pupils are appropriately supervised and safe.
- Carry out a rapid search of the school and immediate areas.
- Headteacher/SLT/Pastoral Team Member/School Administrator will inform the police, parents and North Yorkshire Council.
- When appropriate complete an incident report.
- Children with specific behavioural issues will have a specific care plan that will detail all emergency issues and will be made familiar to all relevant staff.
- As soon as practicable all Incidents are to be reviewed by the senior management and governing body.

Section 4: Outcomes

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.