

Missing Children Policy

Ermine Street Church Academy

First approved by Governors	30th November 2016
Policy to be reviewed annually	
Reviewed by Governors	

Ermine Street Church Academy has the highest regard for the safety and well-being of the children in its care. All members of staff are expected to be vigilant of the potential for children to go missing at all times. When moving between learning spaces and at times of evacuation and lockdown, staff are expected to undertake head counts.

We recognise that, even when all possible precautions are observed, emergency situations can still arise. If, for any reason, a member of staff cannot account for a child's whereabouts the following procedure will be activated:

- The Headteacher (or the next most senior member of staff in his/her absence) and the school office will be informed immediately.
- The Headteacher will organise an immediate search of the school buildings, school grounds and the area within the immediate vicinity of the school. Teachers will remain with their classes and learning and routines will continue as normal. Those staff carrying out the search will maintain contact via the walkie talkies or the phone system. The school office will operate as the central point of contact.
- The staff team will be careful not to create an atmosphere of panic.
- All staff will be vigilant to any potentially suspicious behaviour or persons in and around the school premises.
- If, after 10 minutes of searching, the child is still missing, the Headteacher will inform the Police and then the child's parent/carer.
- While waiting for the Police and the child's parent/carer, the search will continue.
- The Headteacher will be responsible for meeting the Police and the missing child's parent/carer. They will co-ordinate any actions instructed by the Police and do all they can to comfort and reassure the parents/carers.

Details of the incident will be recorded once it has been resolved and the Headteacher will review relevant procedures with members of staff and the Governing Body. Any necessary changes

will be implemented. All incidences of missing children will be reported to the Governing Body. Ofsted will be informed if the Police or Social Care have been involved.