



Believing and Achieving Together

Sign:

Date: March 2023

Review: March 2025 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.