



Wigan Safeguarding Children Board  
Model Missing Child Policy for Secondary Schools  
(This should be linked to the overall Child Protection  
Policy or to be a subset of it)

Name of School: \_\_\_\_\_

Logo: \_\_\_\_\_

Possible Mission Statement: \_\_\_\_\_

If the Headteacher is absent main designated replacement teacher/colleague who will take lead responsibility: \_\_\_\_\_

The policy covers pupils who go missing during the school day.

**OVERVIEW** (school may wish to amend according to own procedures).

Pupils should never be allowed to leave the premises during school time except ..... It is possible that on some occasions a pupil may leave the premises without the knowledge or permission of the headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that pupil to school.

**OBJECTIVES**

1. To locate any missing pupil quickly.
2. To ensure that all pupils are kept safely on the school premises during school hours unless they have the headteacher's permission to leave.
3. To ensure that pupils who leave school during the school day only do so with the headteacher's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep pupils under proper supervision at all times.
6. To ensure that if a pupil 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

## **STRATEGIES** (school may wish to amend 'Heateacher' to 'Head of Year')

1. If a pupil cannot be found by their teacher, the headteacher must be notified **immediately and told when and where the pupil was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining pupils will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the pupil's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the pupil is not found within a short period of time, the police must be called by the headteacher or staff member.
4. Members of staff, who are not supervising pupils, will be sent to search the area in the immediate vicinity of the school.
5. If a pupil goes missing during an outing or school visit, the teacher in charge must ensure that the remaining students are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the pupil is not found quickly the police must be called and the headteacher notified.
6. As soon as possible, the parents and Social Worker (where appropriate) will be notified that their child is missing.
7. The LA will be notified by the headteacher that a child is missing.
8. If a member of staff finds the pupil the headteacher must be told at once. Parents, police and other authorities will be notified.
9. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

## **OUTCOMES**

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

Date of Agreement \_\_\_\_\_

Review date \_\_\_\_\_

(Thank you to St Anne's CE School for the use of their Policy as the basis of this model).

August 2011