



SOMERHILL

# **MISSING CHILD POLICY (DERWENT LODGE AND YARDLEY COURT)**

**Owner: Headmaster & Deputy Head  
Pastoral Reviewed: September 2023  
Next Review Due: September 2024**



# SOMERHILL

## **Introduction to the Missing Child Policy**

The welfare of all our children at Somerhill is our paramount responsibility. Every adult who works at the school has received the appropriate child protection training and understands that he or she has a key responsibility to always keep the children safe. Our staffing ratios meet and sometimes exceed the minimum statutory requirements to ensure that every child is supervised appropriately the whole time that he or she is in our care. We undertake to look after any child throughout the time he or she remains in our care.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

If a child was thought to be missing, we would carry out the following action:

- Inform the Headmaster or Deputy Head
- Ascertain when the child was last seen on site. It is important that, whilst children understand the seriousness and urgency of the situation, calm is maintained so that accurate information can be gleaned.
- Ensure that all other children are supervised.
- At the same time, arrange for one or more adults to search everywhere within the school site, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide.
- Check the doors, gates [and CCTV records] for signs of entry/exit

As soon as it has been ascertained that the child is missing the following steps would be taken:

- Inform the Headmaster
- Ask the Headmaster to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
- The Headmaster would notify the Police
- The Headmaster would arrange for staff to continue to search the school premises and grounds
- The Designated Safeguard Lead/Headmaster may consider it appropriate to inform the Local Children Safeguarding Board
- The incident will be recorded in writing.
- Inform the Chairman of Governors
- The Insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report.



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## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON A SCHOOL TRIP**

Prior to departure or on arrival at venue:

- When possible, children to be easily identifiable, e.g., school uniform worn
- Group leaders have group lists and timed plan for the day.
- Somerhill mobile phones are available, and all adults must follow the Mobile Phone Policy
- All staff are aware of trip staff telephone numbers.

If a child was thought to be missing, we would carry out the following actions:

- An immediate head count would be carried out in order to ensure that all the other children were present.
- The lead adult will be informed who will then ensure all other adults are informed.
- An adult would search the immediate vicinity.
- If appropriate, staff at the venue will be informed and a description of the child given. The venue manager would coordinate a wider search of the site using venue staff.
- The remaining children would be taken back to school. The lead adult, Headmaster or Deputy Head will remain on site as the search continues and to liaise with the Police and meet the parents if they have to come to the site
- Inform the Headmaster by mobile phone
- Only the Headmaster will ring the child's parents and explain what has happened, and what steps have been set in motion. They will ask them to come to the school at once.
- Contact the Police
- The DSL/Headmaster may consider it appropriate to inform the Local Children Safeguarding Board
- The incident will be recorded in writing.
- Inform the Chairman of Governors
- The Insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the HSE

In all cases where a child has gone missing, the full incident report would be reviewed by the Headmaster and Bursar and, if appropriate, procedures would be adjusted.