



St. Mary's Church of England VC Infant School

'Sharing, Caring, Learning and Loving with God'

St Mary's Way
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Missing Child Policy

Policy Review:

This Policy will be reviewed every 2 years

Reviewed	March 2025
Next Review	March 2027

Our Vision

We aspire to be a community living life in all its fullness. We share, care, learn and love with God, valuing the dignity and respect of all humanity and creation. Through the power of the Holy Spirit Jesus' Kingdom comes and everyone can flourish together.

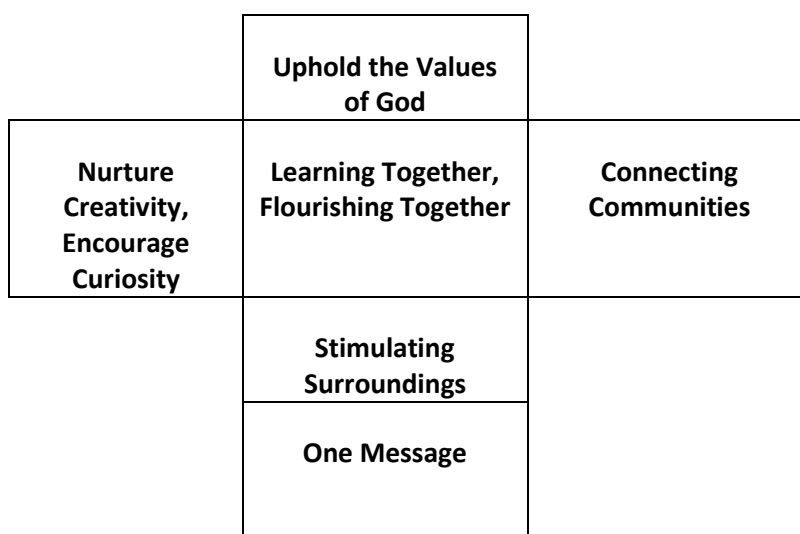
Our Mission

'Sharing, caring, learning and loving with God.'

Our Values

Friendship, Perseverance, Respect, Trust, Thankfulness, Humility, Generosity, Forgiveness, Courage, Peace, Compassion, Responsibility

Our 6 Key ideals that underpin our vision



Understanding our vision

Our 6 key ideals were created through the input of all stakeholders as being important factors in what we want from our school every day.

'We aspire to be a community living life in all its fullness' (John 10:10) Church of England vision for Education

'Sharing, Caring, Learning and Loving with God' (School's mission statement)

'Valuing the dignity and respect of all humanity and all creation' (Reference to Jonah and the Whale and the Church of England vision)

'Through the power of the Holy Spirit' (The importance of the Holy trinity and that we can't do it alone. We must work together.)

'Jesus' kingdom comes.' (Themed verse, Lord's Prayer and the goal of the school for us to create a peaceful and successful kingdom)

Flourish: Achievement

Together: Community

St Mary's Infants School takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave a session unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is soon discovered. In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation. Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to always ensuring the safety and security of all children.

Procedure For A Missing Child In School

If, in the event of a member of staff not being able to account for a child's whereabouts on school premises, this procedure will be followed:

- Walkie talkie/class phone/temas used to immediately inform all staff of a missing child.
- All available staff to immediately check toilets, shared areas, rooms, and playground to ensure the child is not hiding or locked in anywhere.
- One member of staff to immediately inform school office and the Headteacher or member of staff in charge and check whether the child has been signed out for an external appointment or has an internal appointment with a visiting professional. (School Nurse/Speech Therapist etc) The online Sims/Arbor register will need checking by office staff as soon as a missing child has been reported.
- Staff will call registers in all classes to confirm presence of other pupils.
- Staff will ensure that all other pupils are kept safe and closely supervised throughout incident should it be during the school day. Calm should be kept in the event of a child reported missing at the end of the school day.
- If this is completed without resolution (no more than 10 minutes), school office staff will contact the police and parents/carers with parental responsibility. At this point, school will support the police who will now lead the response to this incident. The office will provide the police with the latest photo of the child from SIMS/Arbor. Senior leaders will liaise with emergency services and parents/carers.

Procedure for a Missing Child On A Trip

If a child goes missing on an outing where parents are not in attendance and responsible for their own child, this procedure will be followed:

- As soon as it is noticed that a child is missing, staff on the outing ask the children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- One staff member will search the immediate vicinity and, if appropriate, retrace their movements to the last place the child was seen.
- At a **formal** venue (e.g. zoo, museum, park), the staff will contact the site's security who will handle the search and contact police if the child is not found.
- At an **informal** venue, the staff should contact the police and report the child missing.
- The Head is informed and decides whether any other personnel should be deployed to attend to support, depending on time frames and distance. The Headteacher aids the search and be the point of contact for the police as well as support staff.
- The office will provide the Head or police with a copy of the latest photo of the child on SIMS/Arbor.
- Staff take the remaining children back to school.
- The Headteacher or available senior leader contacts the child's parents who make their way to the school or outing venue as agreed with the Head/police.

- Once the child is found, the Head should inform the school.

Investigation

- All staff present at the time, or who were on the outing write an incident report on CPOMS (Child protection online monitoring service) detailing:
 - Which staff and children were in the group or outing
 - When the child was last seen in the group/outing
 - What has taken place in the group/outing since then
 - The estimated time the child went missing
 - Conversations with parents, carers, child minders, police, the Local Authority, and any other person they feel has contributed to the collection of evidence.
- The Headteacher should communicate the incident to the appropriate Local Authority Office and the Chair of Governors.
- The Senior Management Team should conduct an internal investigation to establish how the situation occurred, how effective was the response and whether action could be taken to ensure it does not happen again. This information should also be collected in writing and onto the CPOMS system.
- If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff.

We will ensure that:

- We make regular checks to ensure that if an incident of this sort does happen, we have all the necessary phone numbers at hand – correct, up to date and kept together.
- If the police are called then the Hertfordshire Safeguarding Children’s Board and Ofsted are also informed.
- If the Headteacher or Chair of Governors is not on the premises, she/he will be informed as soon as possible via the school office team, Deputy headteacher or senior staff member in charge.
- We will start to build a record as soon as is possible in the incident log, this will include:
 - The last definite sighting of the child
 - Any unusual behaviour of the missing child or other children
 - How many children were on the premises/outing?
 - How many adults were on the premises/outing and who?
- We will provide the following information to Ofsted/the Hertfordshire Safeguarding Children’s Board:
 - What happened?
 - What systems are in place for preventing such occurrences?
 - What we did, at what time and in what order
 - Who we informed and when

Dealing With The Media

Should the media contact the school about an incident, the Headteacher or Chair of Governors will speak for the setting, under the direction of the HCC press office. All adults will be asked to refer all enquiries to the agreed spokesperson.