

BRIGHTON GIRLS POLICY (PREP)

MISSING CHILD

Document Control

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1. PURPOSE & APPLICABILITY

This policy provides guidelines for the arrangements that have been made by Brighton Girls related to the case of a missing child.

This document is only applicable to Brighton Girls.

2. LIST OF ABBREVIATIONS & MEANINGS

GDST Girls' Day School Trust

May / Should Advisory
Shall / Must Mandatory

3. GENERAL REQUIREMENTS

3.1 Introduction

The welfare of the children in our care is paramount. Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the transition points between sessions.

3.2 Procedure

If for any reason a member of staff cannot account for a child's whereabouts during a session, the teacher/adult in charge will apply the following procedure:

1. Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out. If the person is on their own, use the classroom phone to summon a member of staff or office to come immediately and wait with the class.
2. Make a thorough check of all the downstairs toilets first before searching other areas (particularly in the case of Reception class pupils). The staff member will be careful not to create an atmosphere of panic.
3. The Head of the school must be informed that the child is missing. If she is absent, then the Assistant Head must be informed.
4. Check with the office that the child has not been signed out by the parent.
5. Check premises for any breaches of security.
6. Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Request that all those searching report back within a short time, dependent on the size of the area being searched.

7. If after 10 minutes of thorough searching the child is still missing, the Head will inform the police and then the child's parent/carer to advise them of the concern and reassure them that everything is being done to locate their child.
8. Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by the police.
9. While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children.
10. Follow police guidance if further action is recommended and maintain close contact with the police and do everything possible to comfort and reassure the parents.
11. Report the incident to the designated safeguarding officer.
12. Finally, ensure that all adults involved including the parents, searchers and police are informed if at any stage the child is located.

4. APPENDIX

NIL

5. DOCUMENT HISTORY

Document Title	Version	Date of Issue	Change	Updated by	Status
BHP Missing Child Policy	01	Sept 2016	Full review	Alison Cardownie Clare	Expired
BHP Missing Child Policy	02	April 2018	Full review & new policy template	Charlie Parker	Expired
BRIGHTON GIRLS Missing Child Policy	03	September 2019	Fully review	Jenny Blacker	Live

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