

Amotherby C P School Missing Child Policy



November 2024

1. Introduction

Amotherby School is committed to the safety and welfare of all its students. This policy outlines the procedures to follow in the event that a child goes missing during school hours or during school-organised activities, in line with North Yorkshire Local Authority guidelines.

2. Definition

A "missing child" is defined as a child who cannot be accounted for during school hours or during a school-related event, where their whereabouts are unknown and cannot be established.

3. Responsibilities

- **All Staff:** Must be vigilant and ensure the safety of students at all times. Staff must be familiar with this policy and their roles within it.
- **Designated Safeguarding Lead (DSL):** Responsible for overseeing the implementation of this policy and ensuring all staff are trained in the procedures.

4. Procedures for Reporting a Missing Child

4.1 During School Hours:

- **Initial Check:** Staff must conduct a thorough check of the school premises, including classrooms, playgrounds, and any other areas where the child might be.
- **Account for Other Students:** Staff should ensure that all other students are accounted for to confirm that the child is missing.
- **Inform the DSL:** If the child remains missing after initial checks, the DSL must be informed immediately.

4.2 After Initial Checks:

- **Search Protocol:** The DSL will coordinate a search of the surrounding area, including the immediate vicinity of the school.
- **Contact Parents/Guardians:** If the child cannot be located within a reasonable timeframe (typically 20 minutes), parents or guardians will be contacted to inform them of the situation and seek their assistance.

5. Involving External Agencies

- If the child remains missing after 30 minutes, the DSL will contact the local police and report the child as missing.
- The DSL will provide all relevant information, including the child's description, clothing, and last known whereabouts.

6. Informing Relevant Authorities

- The school will inform North Yorkshire Local Authority and any other relevant bodies as required.
- Communication will be handled sensitively and appropriately to avoid undue distress to parents and guardians.

7. Record Keeping

- All incidents of missing children will be documented in detail, including the time of the incident, actions taken, and communications made.
- A report will be compiled and reviewed to identify any lessons learned and to improve future procedures.

8. Review and Training

- This policy will be reviewed annually and updated as necessary, considering any changes in legislation or local authority guidelines.
- All staff will receive training on this policy and the procedures involved, ensuring everyone understands their roles and responsibilities.

9. Conclusion

Amotherby School takes the safety of its students seriously. This Missing Child Policy aims to ensure a swift and effective response to any incident of a missing child, providing peace of mind for students, parents, and staff alike.

10. Contact Information

For any queries related to this policy, please contact:

- **Designated Safeguarding Lead:** Mrs L Wade
- **Email:** admin@amotherby.n-yorks.sch.uk
- **Phone Number:** 01653 693675

Approved by Governors	November 2025
Date	November 2025
Review Date	November 2026