



**The Westminster
School**


Safe, Happy and Learning Together

www.thewestminsterschool.co.uk

2021/2022

Missing Child Procedures

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	8/7/2022
Signed by Chair of Governors:	
Head Teacher:	O M Flowers
Lead Personnel:	J Turner
Date of Review:	8/7/2025

Missing Child Procedures

Formal registration is taken in the morning between 8.55am and 9.15am and then again at 1.30pm in the afternoon. Staff must ensure that registers are taken promptly as it is a statutory requirement and a safeguarding measure. Failure to do so could lead to a breach in safeguarding procedures and the initiation of the school's disciplinary policy.

Pupils that leave during school hours are signed out by a member of staff or parent/carer at Reception.

Staff must maintain the appropriate high level of supervision throughout the day and be always aware of the location of the children in their care.

When on trips and visits, staff implement strategies to maximise safety and security of children in accordance.

For the purpose of this policy, the term 'staff' refers to staff employed by The Westminster School.

Procedure for Pupil Arrival in School

- Staff to collect relevant transport paperwork from the Pupil Entrance desk
- Staff to go to allocated points (staff on car park at various points of the car park, support staff to their allocated IPTU vehicle/route)
- Two/three staff are allocated to each vehicle/route
- Staff to tick pupils who are present on our transport paperwork and cross pupils who are absent and state the reason (if they told a reason by escort). They must physically see the pupil to mark them present and not copy escort's paperwork. Staff then sign our paperwork and ask escort to sign as well.
- Staff to initial IPTU's paperwork, ensuring it matches ours
- A head count should be completed as pupils exit the bus to check that this matches with the number on the register.
- Staff to ensure through a visual check that all pupils and their belongings are no longer on the vehicle
- Staff to walk pupils into the building and ensure they head towards their Form Room/designated arrival area.
- If a pupil refuses to enter the building, one member of staff assigned to the transport route should remain with the child until they enter the building or until a member of staff from their class can come and support.
- If school have been made aware that a mini bus is running late, a member of admin will send a whole school email so that staff know which pupils this affects and an estimated time of arrival.
- If a pupil has not arrived to class by **9.15am** and there is no explanation, the form tutor should follow the missing child procedures below.

Procedure for a Missing Child

The procedure below relate to morning and afternoon registration sessions. Teaching and support staff are responsible for ensure that children arrive at each lesson throughout the day. If a child goes missing transitioning to another lesson, support staff should go and look for them and inform the Pathway lead/SLT. If the child is not found after 10 minutes then the missing child procedures should be followed.

In the unlikely event that a child goes missing the following procedure must be followed:

- Staff to maintain the safety and wellbeing of other children.
- Form tutor to check that the pupils came in on the minibus/parent drop off by contacting admin to confirm. Admin to check the transport logs.
- Form tutor to check with admin to see if an ALF form has been logged.
- If it is confirmed that the pupils has arrived at school via transport but has still not turned up to form, the form tutor should inform a member of SLT immediately via TEAMS or mobile phone (NOT by email).
- Speak to the missing pupil's friends who might know where the child has gone.

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- Ensure that the child is not on the school premises by searching relevant areas where they may be located. A member of SLT and at least one other member of staff will search the immediate vicinity.
- If the child comes to school via IPTU, contact will be made with IPTU staff for checks to be made that the child has not remained on the minibus/taxi. School staff must be satisfied that a complete physical check of the minibus/taxi has taken place – if there are any doubts, then they should inform a member of SLT immediately.
- Admin to ensure the pupil is not on an offsite visit.
- Parents of the child will be contacted and informed about the missing episode and a check made to establish whether the child has returned home from school.
- SLT to check CCTV footage for sighting of the child.
- As a last resort, a fire alarm will be rung to evacuate the building so that all children can be accounted for.

If the child is not found after this procedure has been followed:

- A member of SLT will contact the Police
- The information required by the Police to assist in locating and returning the pupil to a safe environment is as follows: -
 - The pupil's name/s; date of birth; status (for example looked after child); responsible authority.
 - Where and when they went missing.
 - Previous missing episodes and where they went.
 - Who, if anyone, they went missing with.
 - What the child was wearing plus any belongings they had with them such as bags, phone etc.; include mobile number.
 - Description and recent photo.
 - Medical history, if relevant.
 - Time and location last seen.
 - Circumstances or events around going missing with relevant safeguarding information.
 - Details of family, friends and associates.
 - Contact details of Designated Safeguarding Lead (DSL)
 - Whilst the search is ongoing, the school will continue to liaise with the Police and act in accordance with police instructions.
 - A member of SLT will ring parents to make them aware the Police have been notified.

If the child is found before the Police have arrived, then the Police must be informed

If the police locate the child and bring them back to the school the Police will conduct the safe and well interview. A member of SLT will contact parents/carers. Where a pupil has a known risk of being missing, a risk assessment for the pupil will be written and put into place.

Procedures for a child missing during an offsite trip

- An immediate head count would be carried out to ensure that all the other children are present
- One member of staff will remain with the group of children whilst another staff member will search the immediate vicinity for the missing child. Help will be requested at the venue where the group is assembled.
- Staff will immediately inform SLT of the situation. Trip staff will gather the relevant information on the child, where last seen and a basic description.
- If the child is not found within 10 minutes, the trip leader will contact the police via 999.
- A member of SLT will:
 - Call the parents to inform them and let them know what is being done.
 - Report the incident to Social Services (where necessary)
 - Report the incident to Chair of Governors
 - Go out to the trip site.
- The Headteacher would inform the school's LADO.
- Staff will continue to search.

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- Staff dispatched to search must remain in contact with the trip leader.
- Most adults and all children to return to the school after 30 minutes. A member of staff should await the arrival of the police and a member of SLT to the location of the incident.
- Staff will be advised by the Police on what further procedures to follow.
- After the event, the team will reflect on the incident and the procedure to see if anything can be learned from the process and if any measures can be taken.

Measures in place to ensure a child does not go missing

These include:

- Information to staff about challenging unknown persons on the premises
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's badge and appropriate lanyard
- Visitors without a DBS certificate must be always accompanied a member of staff whilst on school premises
- Boundary security regularly checked by health and safety and maintenance teams.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken
- Rigorous risk assessments for trips/visits

Following up an incident

When the situation has been resolved the Headteacher and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils.
- If the incident requires reporting to Ofsted, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Governors Resources Committee meeting.
- SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.

Failure to adhere to these procedures may indicate a breach of safeguarding responsibilities and the initiation of the School's Disciplinary Policy for staff involved.