



ORCHARD HOUSE
SCHOOL

MISSING CHILD PROCEDURE

September 2024

MISSING CHILD PROCEDURE - IN SCHOOL

1. As soon as a teacher notices a child is missing, he or she should immediately inform via the school office the head (or in his or her absence the deputy head), of the situation.
2. Ask the school office to:
 - To start the incident clock
 - Page the school to ask all staff to look out for the missing child
 - Immediately to begin to review the CCTV imaging to see if the child has left the building via the monitored exits
3. Immediately obtain adequate cover for the supervision of your class
4. Agree with the office and the head which staff will search which common areas of the school. It is suggested that the form teacher should check the cloakroom areas and the common areas on the way to the cloakrooms. Also be sure to check that the child has not been taken for a music or similar individual lesson
5. When the incident clock has reached 7 minutes, or immediately if the CCTV footage shows that a child has managed to leave the building in an unauthorised capacity, the head should inform the police by dialing 999.
6. As soon as the police have been informed, the head should immediately telephone both parents and inform them of the circumstances.
7. Where a child goes missing but is discovered within the school within the 7minute search period, the circumstances of the incident must be reviewed and minuted at the next SLT meeting.
8. Discuss if the parent should be told and how.

MISSING CHILD PROCEDURE – OUT OF SCHOOL

9. As soon as a teacher notices a child in the party is missing, he or she should immediately gather the remaining children together and ensure these are supervised by one of the other staff accompanying the party.

10. Then:

- Look at your watch to start the incident clock
- Ask local staff from wherever you are visiting also to look out for the missing child and start your own local search
- Similarly and if appropriate, ask local staff immediately to begin to review any CCTV imaging to see if the child has left the building or area via any monitored exits

11. Telephone the school and report to the Head or deputy head that there is a Serious Incident (see Serious Incident policy).

12. Agree with the office and the Head the next steps to be taken and by whom.

13. When the incident clock has reached 7 minutes, or immediately if any CCTV footage shows that a child has managed to leave the site in an unauthorised capacity, inform the police by dialing 999.

14. As soon as the police have been informed, party leader should again call the head who should immediately telephone both parents and inform them of the circumstances.

15. Where a child goes missing and this procedure is invoked, the circumstances of the SI/crisis incident must be reviewed and minuted at the next SLT meeting.

APPENDIX

Orchard House School

Head: Mrs Henrietta Adams ext: 4002

Deputy Head: Mrs Charlotte Webb ext: 4034

Office for duty secretary ext: 4000/4001