



BATH & WELLS  
Multi Academy Trust

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'That they may have life, life in all its fullness' John 10:10

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# Bathwick St. Mary Church School

## Procedure for a missing child

**Approved by:**

Bath & Wells Multi Academy Trust  
Board

**Date:** 1 September 2023

**Next review date:**  
September 2025

Bath and Wells Multi Academy Trust put the safety and welfare of children at the heart of what we do, and have rigorous safeguarding procedures in place. The procedure in the event a child goes missing on the academy (school) premises, or on a school trip/offsite visit during operational hours, whilst in our care, is outlined below:

### **Immediate Responsibilities**

1. The person in charge eg. Headteacher (Designated Safeguarding Lead) or Deputy (as appropriate) will arrange for:
  - All children to be gathered together safely and take the register to ensure no other child is missing;
  - The registers of visitors signing in and out of the school premises to be checked;
  - Check all doors and gates for signs of entry/exit;
  - The premises to be checked, including places where a small child might hide;
  - Adults and children (dependent on age) to be asked if they have seen the child;
  - Ensure all other children are supervised according to appropriate staff ratios and continue to carry out relevant activities.
  
2. If a child goes missing offsite, the person in charge eg. Headteacher (Designated Safeguarding Lead) or Deputy (as appropriate) will arrange for:
  - All children to be gathered together safely and take the register to ensure no other child is missing;
  - The premises to be checked, including places where a small child might hide;
  - Summon assistance (eg. site security) to carry out a wider search of the area;
  - Adults and children (dependent on age) to be asked if they have seen the child;
  - Ensure all other children are supervised according to appropriate staff ratios and continue to carry out relevant activities.

### **If the child cannot be found after 15 minutes**

3. The person in charge eg. Headteacher (Designated Safeguarding Lead) or Deputy, or Nursery Manager (as appropriate) will:
  - Contact the Police;
  - Contact the child's parents/guardians;
  - Contact the BWMAT central team;
  - Arrange for all available staff to conduct a search of the premises;
  - If the child is missing from an off-site visit, take the remaining children back to school as soon as practicable.

### **Once the child has been located**

4. All those notified of the missing child will be notified immediately.
  
5. A member of staff with the closest relationship with the child will talk to them, and if necessary, comfort the child.
  
6. Other children will be spoken to, to ensure they understand why they must never leave the premises or group on a school outing.

### **Within 24 hours**

7. The Headteacher will:
  - Report the matter to the Chair of Governors and Safeguarding Lead Governor;

- Ensure a written report of the incident is recorded on CPOMs by the member of staff responsible for the child at the time they disappeared;
- Inform OFSTED and the LADO as appropriate where the child went missing from the school site/ missing from the school group during an offsite visit;
- Review security procedures and involve all relevant parties;
- Communicate the situation to the parents/guardians of the missing child;
- Ensure an investigation is completed and reported to the Governors, and Central Team within 48 hours covering:
  - a) The date and time of the incident;
  - b) Which staff/children were in the group to which the missing child belonged;
  - c) When the missing child was last seen;
  - d) The length of time that the child was missing for;
  - e) Circumstances surrounding the child's disappearance - what was the child doing/saying prior to going missing;
  - f) Whether follow up with any other agency or internal support is necessary;
  - g) Statements will be taken from all staff members significantly involved in the incident.
  - h) Learning to prevent such incidents from arising again.

#### **Responsibilities of all staff**

8. The safety and welfare of all children is the primary responsibility of all staff. All staff will co-operate fully with efforts to find a missing child, whilst ensuring the safety of other children. If the incidents warrant an internal or police investigation, all staff are required to co-operate fully.
9. Any media queries following incidents must be referred to the Headteacher.