

Title: Missing Child Procedure			
Ref.:	SOP017	Rev.:5	Date: Aug 2018

## Missing Child Procedure

Rev.	Date	Amendment	Approved By:	Authorised By:
5	August 2018	Full Review		
4	June 2015	Reviewed - no changes necessary	SH	
3	August 2014	Reviewed in line with GN's guidance	SH/STJ	
2	April 2014	Revised and reviewed content	SH	
1	Jan 2010	Revised format and reviewed content		

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## 1 Summary

This policy applies to all pupils at Yateley Manor School including those in EYFS.

## 2 Procedure

If a Pupil goes missing from school the following steps should be taken:

- 1) The person who first realises that a pupil (known as the 'subject' in this document) is missing should report this to: the School Office, the Pastoral Deputy Head and any other member of staff who is not teaching at the time.
- 2) The Form Tutor, the Head of Year and the Headmaster should also be informed as soon as possible.
- 3) A search should begin immediately. The search party should consist of staff who know the subject.
- 4) It is important to establish quickly where the subject was last seen and any circumstances which may have led to the departure.
- 5) The search should be co-ordinated by the Pastoral Deputy Headmaster, or, in his absence, by another member of the Senior Management Team, who should remain in or near the School Office. He will assign areas to the searchers and they will report the progress to him, either by walkie-talkie or by mobile phone. Walkie-Talkies should be collected from reception prior to beginning the search.
- 6) If the subject is not found quickly, more adults should join the search and the subject's parents/guardian should be informed by the Pastoral Deputy Head - they may be able to suggest places to look.
- 7) The Pastoral Deputy Head will decide at what point the subject's parents should be informed, but this will be early on in search.
- 8) While the search is still going on, the Pastoral Deputy Head may be interviewing the subject's friends and any other people who might have information. Any possible lead established through this process should be communicated to the searchers.
- 9) It is important to establish a calm and organised approach and as far as possible, for the school to carry on as normal.
- 10) If the subject has not been found within 30 minutes, the subject's parents/guardians and the Police should be informed.
- 11) The Pastoral Deputy Head should keep a written record of the action and any possible reasons for the disappearance.

Once the 'subject' is found, a detailed follow-up of the incident needs to be carried out and recorded. As far as possible, the circumstances which may have led to the disappearance should be scrutinised. Any factors which are deemed to have contributed to the child's disappearance need to be looked at carefully and steps should be taken to reduce the risk of the child (or another child) going missing.