



MISSING CHILD PROCEDURE

Date of Policy: June 2020

Review Date*: June 2021

Coordinator (s): Mrs Melling and Mrs Nugent

Governor: Mr J Pulford

*** Policy Review: Annually unless otherwise dictated by the Full Governing Body or by changes in legislation.**

Non-collection of children

If a child is not collected at the end of the session/day, we will:

- Escort the pupil from the carpark back up to school to our wrap around care provision of 'Twilight'.
- The office staff will call the parents to find out how late the parents will be and inform them, their child is in twilight and how they can be located in school.
- As described in the Supervision of pupil's policy

Missing pupils

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child goes missing, we will:

- Check all immediate surrounding areas and call the pupil's name.
- Retrace steps to see if waiting or taken a wrong turn within the school grounds.
- Contact Mr Barr in the maintenance room to track on CCTV cameras.
- End of school day;
- If a parent has arrived at school to collect a child and they are 'missing'. The parent will be taken to the office where they can call other family members to see if they have been collected already.
- Twilight will be checked to see if waiting there to be collected.
- SMT and maintenance staff on site will be notified to start looking in school, on CCTV and back down on the carpark to locate the missing child.
- The school's walkie-talkie system will be used to ensure swift communication between the carpark and main school building.

If a child is thought to be missing from home;

- A co-ordinated response is required for children who are missing from home. Children who are going missing from home and education are at an increased risk of exploitation and all agencies should be alert to the relevant risk indicators.
- There is an expectation that parents or guardians will report their child as missing. Failure to do so should be considered as a potential child protection issue and if appropriate the Local Safeguarding Children's partnership procedures followed.

Reporting a Child As Missing

In the first instance, parents and family members are expected to undertake the following basic measures to try and locate their child if considered safe to do so:

- Search bedroom / house / outbuildings / vehicles;
- Contact known friends and relatives where the child may be;
- To visit locations that the child is known to frequent, if it is safe to do so.
- Report their child as missing to Merseyside Police via telephoning 101, or in cases of an emergency 999.

When a professional becomes aware that a child is missing, they should advise the parent or carer to notify the Police immediately, if the parent has not already done so. If there is any concern the parent has not, and will not, report the child missing, the professional should report the child missing to the Police by telephoning 101 or 999 in a case of emergency.

Merseyside Police will ensure that the professional's missing report is recorded as a missing episode. Action should be taken as appropriate to the duration of time the child has been missing for. In any agency assessments of risk and safeguarding concerns, consideration should be given to the fact that the parent / carers have not reported their child as being missing and the risk this has placed the child in, and a safeguarding referral will need to be sent into Knowsley Multi-Agency Safeguarding Hub (MASH).

To inform the police about a missing child **dial 101. In exceptional circumstances if a very vulnerable child goes missing and an immediate, urgent response is needed dial 999, explain the circumstances of the child's disappearance and the reasons for your concern.** The police will need to know:

- The child's name
- The child's date of birth
- Where, when and with whom the child went missing
- What the child was wearing
- A description of the child
- Agreement to provide a recent photograph
- Their medical history
- The time and location they were last seen
- Circumstances of going missing
- Details of any friends or associates
- Details of any places they are known to visit

A Police Officer will conduct a risk assessment forming the basis for resulting proportionate actions. They will make ongoing enquiries, sharing information with parents and other agencies as appropriate.

Early and effective sharing of information is essential for the identification of patterns of behaviour. **If the Police, on being informed of a child is missing from a family home environment identify "high risk" concerns the Merseyside Police Missing Persons Procedure 2017 should be expedited.** Merseyside Police Procedure states that **"high risk" concerns require the immediate deployment of Police resources** and that a member of Police Senior Management Team is involved.

The professional does not need to inform the Multi Agency Safeguarding Hub (MASH) of the missing child report, as this will automatically be undertaken by the Police. However, if any assessment identifies any safeguarding concerns, they should make a professional safeguarding referral to the MASH.

Merseyside Police ensure that their missing persons' database automatically notifies all children being reported as missing / absent to the Local Children Services each following working day.