

# Sawley Infant & Nursery School

## CHILD MISSING FROM SCHOOL PROTOCOL

As soon as you discover a child is missing:

**STEP 1** Alert the admin office staff and the headteacher/senior teacher on-site **immediately** stating the last known location of the child.  
*A RED CARD can be found above all main classroom doors and one is held by all midday supervisors – card can be sent with a child to the office if appropriate*  
**All exits should be secured.** The admin team can control gates from the office and should monitor the school's main reception to prevent any person from leaving the building.  
(Even if an adult leaving the building does not have the missing child with them it is important they remain as they may have information to help locate the child).

**STEP 2** The headteacher should instigate a controlled search starting at the last known location. This should be carried out systematically and include all school buildings and grounds. Care should be taken to prevent panic.

**STEP 3** If the child is not located the headteacher/senior teacher should inform the police **immediately** or delegate someone to dial 999 and provide relevant information. Police instruction should be implicitly followed.

**STEP 4** Unless otherwise directed by the police the headteacher/senior teacher should inform parents/ guardians (by telephone) of current status. This conversation should be carefully managed and pertinent details shared with the police. The school's office manager should prepare a room to support parents/ guardians should they arrive on-site.

**STEP 5** On arrival of the police the headteacher should ensure all known facts are given to officers.  
A request can be made for the police to assist with further school and parent/guardian liaison.

**STEP 6** Headteacher/senior teacher to commence a critical incident log and accurately document all actions/relevant factual information. Ensure times and dates are recorded.

**STEP 7** If the child is not located or known to have been abducted the headteacher/senior teacher should alert the Local Authority Director of Education, the CEO (who will advise the chair of the Willows Academy Trust Board of Directors) and the school's chair of governors.

**STEP 8** No press briefing should be made unless directed by the police with the input from the Local Authority Media Relations Office.

**STEP 9** The headteacher/senior teacher to hold a staff briefing when possible to advise of the current situation. Ensure staff are aware of information sharing protocols.

**STEP 10** Under the direction of the headteacher/senior teacher, all staff should work with multi-agency partners to ensure parents, guardians and family members are supported whilst the matter is resolved.

**STEP 11** Post event: The headteacher/senior teacher to arrange an emergency governing body meeting to review the school's critical incident paperwork and safeguarding arrangements.