



BASSETT HOUSE
SCHOOL

Missing Child Procedure

January 2023

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;
 - Use the intercom within the school to ask all staff to look out for the missing child;
 - Immediately 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 'coatpeg' areas and the common areas. Also be sure to check that the child has not been taken for a peripatetic music or SEN intervention 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 dialling 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 7 minute search period, the circumstances of the incident must be reviewed and minuted at the next SLT meeting.
8. The teacher should discuss with the Head and/or Deputy Head whether or not the parents or guardians should be told and how.

MISSING CHILD PROCEDURE – OUT OF SCHOOL

1. As soon as a party leader or 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.
2. Then:
 - Use a watch or personal phone to start the incident clock;
 - Ask local staff from wherever you are visiting to also look out for the missing child;
 - 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.
3. Telephone the school and report to the Head or Deputy Head that there is a Serious Incident (see Crisis and Serious Incident Management policy).
4. Agree with the office and the Head the next steps to be taken and by whom.
5. 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 dialling 999.
6. As soon as the police have been informed, the party leader should again call the head who should immediately telephone both parents and inform them of the circumstances.
7. 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.

WHAT TO DO WHEN A CHILD DOES NOT ARRIVE AT SCHOOL

If a child doesn't turn up at school then the office manager will contact the child's parents and any other named contacts on their file. The office manager would continue to contact the parents until we had a reason for the child's absence. If when phoning home we discovered a child had gone missing between home and school then we would liaise with the parents and contact the police.

APPENDIX

Bassett House School

Head: Mrs Kelly Gray ext: 3015

Deputy Head: Mr Alastair Moulton ext: 3029

Office for duty secretary Mrs Fiona Holland ext: 3001

To use intercom: Request via office