

# Kimbolton Senior School



## Missing Child Policy

### Introduction

The welfare of all our children at Kimbolton School is our paramount responsibility. Every adult who works at the School appreciates that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous, designed to ensure a maximum level of supervision.

### Contents

The policy consists of four parts:

1. **Actions to be followed should a child go missing during the school day**
2. Procedure to be followed by the School in the event of a parent failing to collect a child at the appointed time.
3. Procedure for a pupil going missing on a trip/outing.
4. Procedure to be followed by the School when there is a **prolonged unexplained absence** of a child. This is detailed in the *Children Missing From Education Policy* which is available on the School website at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)

There are also clear links between this policy and policies on Safeguarding and Safer Recruitment, issues of potential exploitation and the 'Prevent' duty. Reference is made to Keeping Children Safe in Education (September 2023), Working Together to Safeguard Children (2018), the School's antibullying procedures and *Critical Incident Policy*.

### **1: Actions to be followed should a child go missing during the school day**

Our procedures are designed to ensure that there is a system to identify that a child is missing and can be located without any undue delay. In all situations, it is the objective to promote the welfare of the child concerned and to ascertain the reasons for going missing, including any incitement by others. If a child is thought to be missing, the following applies:

- Teaching staff email the Missing Child email group, informing them that the child is missing: [missingchild@kimbolton.cambs.sch.uk](mailto:missingchild@kimbolton.cambs.sch.uk) which alerts the Senior School (SS) DSL, the Headmaster, Head of Security, and the School Secretary simultaneously.

This team will then:

- Check that the child has not signed out at Reception or with the School Secretary.
- Check that the child is not in the Health Centre / Music department / Library.
- Phone the Head of Security as per the flow chart.
- Check if Tutor or Hm or boarding parents are aware of any reason why the child may not be in school.

- Calmly ask relevant adults and children when they last remember seeing the child. Ascertain the missing child's mobile phone details (if applicable) and try to make contact directly by phone.
- If child was meant to be getting off the bus, the School Office will phone the bus company to check they aren't on another bus (01480 860581).
- Verbally inform the Headmaster and the SS DSL.
- Check the doors, gates [and CCTV records] for signs of entry/exit.
- Check outside areas including outdoor buildings.

If the child is still missing, the following steps will be taken:

- The senior member of staff involved will ring the child's parents to see if they have an explanation, and then inform them of what steps have been set in motion. Ask one of them to come to the School at once (other to remain at home in case child arrives). In the case of single parents, the School asks for an alternative relative to wait at the child's main residency.
- The senior member of staff will arrange for staff to search the rest of the school premises and grounds.
- The DSL/Headmaster will notify the Police.
- The DSL will inform the Local Children's Services.
- The School will co-operate fully with any Children's Services and/or Police investigation and enquiries.
- The Headmaster will inform the Chairman of Governors.
- Insurers to be informed by Bursar.
- (If the child is injured) A report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child is found will be made for the incident report.

## **2: Procedures to be followed by staff when a child is not collected on time**

If a child is not collected and is unaware of any changes to the family plans, the child should report to Security via the Main Reception or the Gatehouse. The *Critical Incident Policy* will then be followed and a member of the SLT informed. The School will call the contact numbers for the parents or carers. If there is no answer, the School will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after in accordance with safeguarding and staff conduct procedures. If there is no response from the parents' or carers' contact numbers, or the emergency numbers when the premises have closed (6.00 p.m.), staff must:

- Continue to follow the *Critical Incident Policy*.
- Contact the Headmaster to discuss the next actions.
- Possible next actions could include phoning the Police (non-emergency number) to explain the situation and request that the Police visit the first point of contact address.
- Co-operate with the Police in providing all relevant numbers/addresses so that the authorities can make appropriate investigations to locate parents/carers.
- Under the guidance of the Police, contact the local Children's Services Office (or out of hours duty system)

The relevant numbers are:

Local Police non-emergency number(s)	101
Cambs: Integrated Front Door (MASH)	0345 045 5203
Cambs: Emergency Duty Team (out of hours)	01733 234724

Beds: Access & Referral Hub	0300 300 8585
Beds: Emergency Duty Team (out of hours)	0300 300 8123
Northants: Social Care	0300 126 1000
Northants: Emergency Duty Team (out of hours)	01604 626938

**3: Actions to be taken if a child goes missing on an excursion (in line with the *Critical Incident Policy*)**

- All children gathered in a safe room/area.
- An immediate register carried out in order to ensure that all other children are present.
- If at a visitor centre/attraction, the trip leader will alert the centre manager/security and seek assistance in any search.
- The trip leader will co-ordinate a search using support adults and venue staff to check the areas recently visited, ensuring suitable ratios are in place for the remaining children.
- Initial searches will be conducted.
- Mobile contact will be constantly tried with the pupil.
- Inform the designated SLT member (who will inform the Headmaster) and the DSL by phone.
- The *Critical Incident Policy* will be followed.

A full record of all activities taken up to the stage at which the child was found must be made for the incident report. If appropriate, procedures would be adjusted.

**4: Procedure to be followed by the School in the event of prolonged unexplained absence of a child, i.e. a period of more than 3 days**

Please refer to the *Children Missing From Education Policy* which is available on the School website at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)

The School undertakes to look after every child safely throughout the time that he or she remains under our care and will ensure that every reasonable action is taken to actively promote the welfare of our pupils.

**Reviewed: September 2023**  
**Headmaster**

**Flow chart for Missing Child if they have registered in school previously:**

