

PARKVIEW ACADEMY

MISSING CHILD POLICY

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1. Policy Statement

Parkview Academy is committed to providing a safe and secure environment for all pupils. This policy sets out the procedures to be followed in the event of a child going missing, whether on school premises or during off-site activities. All staff are responsible for ensuring the safety and well-being of pupils and must act promptly and appropriately in such an event.

2. Scope

This policy applies to:

- All teaching and support staff at Parkview Academy
- Pupils enrolled in any provision of the school
- Volunteers and external supervisors during school trips or visits

3. Definitions

- **Missing Child:** A pupil whose whereabouts cannot be accounted for and who is believed to be unsupervised or at risk.
- **SMT:** Senior Management Team

4. Procedure: Missing Child on School Premises

4.1 Immediate Actions

1. The staff member noticing the absence must **immediately inform the Headteacher or a member of the SMT.**
2. Pupils will be calmly gathered in a pre-designated safe area.
3. A designated member of staff will:
 - Conduct a full headcount using the daily register.
 - Engage pupils in a calming activity if appropriate.
4. All available staff will begin a thorough search of:

- All rooms and hidden spaces within the school
 - Outside areas and surrounding vicinity (in pairs, if off-site search is required)
5. All exits will be checked to confirm they are secure. Any irregularities must be reported to the SMT immediately.

4.2 If the Child is Not Found Within 10 Minutes

1. **Parents/carers must be informed.** Request a recent photo of the child if possible.
2. The observing staff member must document:
 - A detailed description of the child, including clothing and any distinguishing features
 - Any relevant medical or learning needs
3. If the child remains missing, the **police will be contacted by the Admin Office (dial 999).**

4.3 Information Required by Police

- Full address and name of the school
- Child's name, age, physical description, clothing
- Time and location last seen
- Known triggers or possible causes
- Medical or SEND needs
- Who is searching and how they can be contacted

4.4 Media and Communication

In case of media attention:

“At this moment, I have no comment. Please contact the Executive Board. Thank you.

5. When the Child is Found

- A staff member will **reassure and care for the child**.
- Remaining pupils will be spoken to about the importance of staying on site.
- Parents/carers will be **informed promptly**.
- **An incident report** will be completed, including any lessons learned.

6. Post-Incident Procedures

- The Headteacher and involved staff will meet with the child's parents/carers to review the incident.
- If appropriate, a brief statement may be shared with other parents via letter or meeting.
- All external enquiries must be directed to the **Headteacher**.
- **The Headteacher will lead a full internal investigation**, including:
 - Staff statements
 - Timeline of the incident
 - Risk assessment updates

(Refer to **Appendix A**: Incident Report Template)

7. Procedure: Missing Child During Off-Site Visits

7.1 Immediate Actions

1. **Trip Leader is responsible** for leading the response.
2. Pupils are gathered in a safe area; group leaders conduct a headcount.
3. A staff member searches the immediate area.
4. The trip risk assessment must be followed, including any location-specific emergency steps.

7.2 If the Child is Not Located Promptly

1. The school must be contacted immediately.
2. Police (999) are to be called if the child cannot be found.
3. The school will:
 - Notify parents
 - Liaise with emergency services
 - Provide ongoing support

7.3 Accidents or Transport-Related Incidents

- Pupils remain in their groups, away from the site of danger.
- Emergency procedures as outlined above are followed.
- In the event of hospitalisation, **a minimum of two staff members** will accompany the child.

8. Major Emergencies or Disasters

In a major incident:

1. Follow the directions of the emergency services.
2. Group leaders must:
 - Conduct headcounts
 - Maintain silence and order
3. Any missing pupils must be reported immediately to the Trip Leader and emergency services.
4. Staff must remain with pupils at all times.
5. The school and Executive Board must be informed as soon as possible.

9. Roles and Responsibilities

Role	Responsibilities
All Staff	Vigilance, supervision, adherence to policy
Headteacher/SMT	Coordination, parent communication, investigation, Media liaison, safeguarding oversight
Trip Leader	Lead response during off-site incidents
Admin Office	Emergency services liaison, documentation

10. Review and Monitoring

This policy will be reviewed annually by the Safeguarding Lead and SMT or following any incident involving a missing child.

Appendices

- **Appendix A:** Missing Child Incident Report Form
- **Appendix B:** Risk Assessment Template
- **Appendix C:** Emergency Contact Tree

Appendix A: Missing Child Incident Report Form

MISSING CHILD INCIDENT REPORT

Please complete as soon as possible after the incident. Submit to the Headteacher or Director of Welfare.

1. General Information

- **Date of Incident:** _____
- **Time of Incident:** _____
- **Location (on/off site):** _____
- **Name of Child:** _____
- **Age:** _____
- **Class/Group:** _____
- **Staff Responsible at Time:** _____

2. Description of the Incident

- **When was the child last seen?**
Time: _____
Location: _____
By whom: _____
- **Circumstances leading up to the disappearance:**

- **Describe the child's clothing and appearance:**

- **Medical/SEND information (if applicable):**

3. Actions Taken

- Search conducted:
 - Inside building
 - Outdoor area
 - Surrounding streets
 - Other (specify): _____
 - Staff Involved in Search: _____
 - **Was the child located?** Yes No
 - If Yes: Time Found: _____ By Whom: _____
 - If No: Police Contacted: Yes No (Time: _____)
 - **Parent/Carer Contacted?** Yes No
Name: _____ Time: _____
-

4. Outcome

- Child's emotional and physical state after being found: _____
 - Follow-up required?
 - Risk Assessment Review
 - Safeguarding Report
 - Staff Debrief
 - Parent Meeting
 - No Further Action
-

Report Completed By:

Name: _____
Role: _____
Signature: _____
Date: _____

Appendix B: Risk Assessment Template (Missing Child Prevention)

RISK ASSESSMENT: SCHOOL ACTIVITY / TRIP / EVENT

To be completed by the Trip Leader or Activity Organiser in advance.

1. Activity Details

- **Activity/Trip Name:** _____
 - **Location:** _____
 - **Date/Time:** _____
 - **Trip Leader:** _____
 - **Supporting Staff:** _____
-

2. Group Details

- Total Number of Pupils: _____
 - Number of Staff: _____
 - Pupil-to-Staff Ratio: _____
-

3. Identified Hazards Related to Missing Child

Hazard	Who Might Be Harmed	Controls in Place	Risk Rating (L/M/H)
Child straying from group	Pupil	Headcounts every 15 mins; buddy system	L
Unfamiliar environment	Pupil	Maps issued; meeting points pre-agreed	M
Crowded venue	Pupil	Extra supervision; bright clothing	M

Distraction Pupil Staff vigilance; clear instructions L

4. Additional Control Measures

- _____
 - _____
-

5. Emergency Procedure

- **Designated Meeting Point:** _____
 - **Emergency Contact Number:** _____
 - **Staff to Contact School?** Yes
 - **Nearest Hospital/First Aid Location:** _____
-

Approved By:

Name: _____
Role: _____
Signature: _____
Date: _____

Appendix C: Emergency Contact Tree

This chart outlines the escalation path and contact numbers in the event of a missing child or emergency.

On-Site Emergency Contact Tree

1. **Immediate Notifier:**
 - Class/Support Staff → SMT → Headteacher
 2. **Contact Roles:**
 - **Headteacher:** Emma Chatzispayridou - 0203 137 3629
 - Admin Office: Julie Nunn — 0203 137 3629
 - Designated Safeguarding Lead: Julie Woodcock — 0203 137 3629
 3. **Police (999)**
 - Required if child is not located after 10 minutes or believed to be in danger
 4. **Parents/Carers Contacted By:**
 - SMT — 0203 137 3629
 5. **Executive Board (for Media)**
 - David Cowell — 0203 1373630 Ext1011
-

Off-Site Emergency Contact Tree

1. **School Contact (24/7):**
 - Emma Chatzispayridou — 0203 137 3629
2. **Emergency Services (999)**
 - Immediate call if child is missing, injured, or endangered
3. **Hospital Contact (if relevant):**
 - Queen Mary's Hospital, Froggnal Avenue, Sidcup, DA14 6LT, Tel: 0208 302 2678

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