

# **Missing Child Policy – Within the School Premises Riverside Campus**



**RIVERSIDE BRIDGE SCHOOL**  
'EXCELLENCE FOR ALL'

**Ratified by Governors: November 2022**

**To be reviewed: September 2024**

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*Riverside Bridge School*

## **Missing Child Policy – Within the School Premises**

Review Frequency: Every 2 years

Date of ratification: November 2022

Date next review due: September 2024

Scope of Procedure / Policy: This Procedure / Policy applies to all staff, students, governors and volunteers at Riverside Bridge School

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In the event of the emergency of a child being missing within the school premises the

following procedure will need to be followed:

- Initially the class team who has responsibility for the child to identify one member of staff from the team to carry out a search of the area where the child was last seen
- If the child has not be found after 3 minutes a radio message will be sent to SLT making them aware that we have a missing child

SLT role at this point:

- Inform reception that we have a missing child and we will be starting proceedings
- KICE/LEAM will make a radio message for Riverside Bridge School, Riverside Primary School and Riverside Secondary School informing all staff that we have a missing child using the message 'search in progress for [pupil's name]'
- Radio traffic is to be kept to essential messages only until the search is complete.
- Identified persons to begin to carry out a search in their identified area and make their way to the SLT Hub when search is complete
- (LEAM - Ground floor, BEMA - First floor, KICE - Second floor, HECL - Third floor, NABL - Playground and stairwell, CHKE - PE Sports hall and Food Technology Room). Once area checked report on radio with the message '[first floor] clear'

School reception role at this point:

- CHAA/AMSA will request a current picture of the missing child from the class team, print off and distribute to SLT before they begin their searches of designated areas
- CHAA/AMSA will search the reception area and ensure the front doors are locked and secure

Staff role at this point:

- The class teacher from each class will search their classroom for the missing child, including cupboards, chill out rooms, sensory rooms, working rooms etc. alongside the member of SLT designated to that floor.
- Once the member of SLT allocated to that floor is sure their floor is clear they are to radio to KICE.
- Staff from the missing child's class are to return to class and wait for further instructions from SLT.
- Allocated staff to check in the areas allocated

If the child has not been found after 10 minutes, KICE / LEAM to inform the police, by dialling 101, that we have a missing child on school premises and await for further instructions

- Key areas that will need to be searched during the event of a missing child in the Campus:
  - All classrooms within the site
  - All toilets within the site
  - All playgrounds within the site
  - All offices and storage rooms within the site
  - All calming rooms on each floor
  - Dining hall
  - Sports hall

- Food technology room
- Stairwells
- Secondary corridors, stairwells, toilets and classrooms
- Primary corridors, stairwells, toilets and classrooms
- Secondary outside areas, including MUGAs
- Primary Playground

#### Missing Child Found

- Once the missing child is found KICE / LEAM will make a radio and tannoy message informing all staff that the pupil has been found using the message 'Search has ended'.
- KICE/LEAM will then need to contact the child's parents and inform them of the situation.
- Once parents have been informed an investigation needs to take place lead by KICE as to why the child went missing including a review of the CCTV and individual meetings with the staff in the class.

#### Missing Child not yet found

- Once the police have arrived KICE / LEAM are to call the pupils parents and inform them of the situation.
- Follow the instruction of the police.
- Once the pupil is found please refer to the 'Missing Child Found' section above.

This policy will be reviewed every 2 years