

**Missing Child Policy – Within the
School Premises
Thames Road Site**



RIVERSIDE BRIDGE SCHOOL
'EXCELLENCE FOR ALL'

Ratified by Governors: November 2022

To be reviewed: September 2023



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 2023

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, informing all staff that we have a missing child using the message 'search in progress for [pupil's name]'
- KATU will contact Pathways School to advise them of the situation.
- 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 Reception when search is complete

School reception role at this point:

- KATU 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
- KATU 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.
- Once the member of SLT is sure the 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
 - Dining hall
 - Sports hall
 - Pathways School
 - Stairwells

Missing Child Found

- Once the missing child is found KICE / LEAM will make a radio 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