



BYRCHALL HIGH SCHOOL

Missing Child Policy

Rationale

This policy is to be used in conjunction with the school's Child Protection and Safe Guarding policy, Educational Visits policy and Attendance policy. This policy covers those students who go missing during the school day, whether in school or on an educational activity. The safety of students is school's highest priority; a missing student is an extremely rare occurrence. This policy is designed to locate a missing student as swiftly and effectively as possible. Students should never leave the premises during the school day, with the exceptions of:

Verifiable medical/dental appointment
Illness, parent/carer to take student home
Education off site e.g. construction, hair dressing et al
Educational visit

These absences will be marked with the appropriate attendance code. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of a student to school or in the case of a visit the care of the visit leader.

Aims:

- To locate any missing student quickly
- To ensure that all students are kept safely on school premises in school hours with the exceptions cited above
- To ensure that students who leave the school premises during the school day are appropriately accounted for and the school register is coded correctly
- To ensure that the buildings and premises are safe and secure during school hours
- To ensure that teachers and staff keep students under appropriate and proper supervision at all times
- To ensure that if a student goes missing during the school day that they are located quickly and returned safely to school or the appropriate venue

Strategies:

1. All registers must be taken; missing registers must be chased up immediately.
2. Off site visits must adhere to the Educational Visits policy
3. Staff in charge of off-site education provision must inform school of absence on a daily basis and if a student goes missing they must follow missing student procedures
4. Student names who are signed in late must be entered into the registers by 9.15pm
5. Truancy call will be sent out by the end of the first teaching session
6. Known truants will be regularly checked for attendance
7. If a student is internally truanting then senior staff on duty will search the school premises until the student is found followed by a phone call to parent/guardian/social care if the student is in public care.
8. If a student goes missing and are not on the premises, or are have known to have left the premises, parent/guardian/ social care if the student is in public care, to be informed immediately and the senior member of staff in charge of attendance, the attendance officer and where appropriate the School Based Police Officer must be informed. A search of the near vicinity will be made and the police via the School Based Police Officer will be informed if the student is not located within the hour. Parents/guardians /social care to be regularly up dated.

9. The search will continue until the missing student is located.
10. If the student is then located all parties will be informed.
11. An investigation by senior staff in charge of attendance will take place after the event to ensure that all procedures were correctly followed.

For children missing education over a longer period of time, the Wigan LA 'Children Missing Education' policy and procedures will be followed (attached).