



Derwent Vale Primary & Nursery School

Missing Young Person Procedures

Statement of Intent

This setting has the highest regard for the safety of the young people in our care. Even when all reasonable precautions are taken, however, emergencies can still arise.

In the event of a young person becoming lost whilst in the care of the school staff, the school will put into practice the "Missing Young Person Procedures". These ensure that a systematic approach to find the young person is taken and consideration is given to the levels of risk to the young person.

Registration is taken at the beginning of the school day and immediately after the pupil's return from lunch in order to ensure that all are accounted for.

Aim

In the event that a young person is lost, staff will ensure a search is made for the young person as soon as possible, parents and authorities are notified at the appropriate stage, and a high level of care is maintained to other pupils at the school while the procedures are followed.

Procedure

During the normal school day

- Keep calm
- Check the register to confirm that the young person has arrived at the morning/afternoon session
- If young person has registered - raise the alarm by contacting another member of staff/school office
- Class teacher will ensure that remaining pupils are safe and properly supervised. This may necessitate doubling up for a short time
- Report to Headteacher
- Class teacher and another person will make a search of the premises and outdoor areas. All indoor rooms to be checked systematically first followed by outdoor play areas, car park and adjacent road(s). This will be undertaken as quickly as possible
- Whilst the initial search is made, the Person in charge will make enquiries of all adults in the school to establish the last sighting and time, clothes that the child was wearing, and the possible mental state of the young person (happy, upset etc.)
- Contact parents - using emergency contact details provided - encourage to keep calm and enquire as to whether the child has returned home or might be making his/her way home. Ask the parent to come to the school by using the normal route that the child would take and to walk if appropriate. The person in charge will send a member of staff to make a search of the area and to continue to do so until instructed otherwise. A mobile phone should be used in order to effectively communicate with the setting
- Organise a wider search of the area surrounding the school
- Where appropriate, check with young person's known friends to establish whether or not they are aware of his/her whereabouts

- If young person is not found during the initial search, (after 15 minutes MAXIMUM) the police must be informed and asked for advice
- If the parent arrives at the setting and the young person is still missing, ask the parent to return home in the event that the young person has managed to make their way home by an alternative route. Ask them to remain at home and to contact others who the young person may have gone to visit. The parent must be contactable by the setting at any time in the event that the young person is found
- Telephone lines should remain as free as possible so that messages are not delayed.

Off-site Visits Procedure

The setting will take all reasonable precautions to ensure that whilst young people are on off-site visits, they are appropriately supervised by members of staff, parents, volunteers and others.

- If the off-site visit involves coach travel or travel on public transport, the group will be counted on and off the vehicle with an additional head count before the vehicle moves off
- At the venue, all young people will be given details of where the meeting point is
- In some circumstances, and where it is deemed appropriate, young people will be provided with a card which indicates the school name and the name and telephone number of the accommodation at which they are staying
- Where young people are given 'free-time' they will be required to stay together in group of not less than 3
- If a young person is lost at a venue. All other pupils will be required to remain with their group leader and assemble at a pre-determined meeting point until the missing young person is located
- A head count will be taken to confirm all those who are present. Supervising adults will be asked when the young person was last seen and what clothes he/she was wearing. All adults will be asked to look for the young person as they proceed with the visit. A member of staff or other responsible adult will remain at the meeting point in the event that the missing young person turns up there
- The Visit Leader will alert officials at the venue that there is a missing young person and take their advice
- The Visit Leader will alert the base education setting who will contact the parents via the emergency contact details
- If the young person remains unaccounted for for more than 15 minutes maximum, the police will be informed and their advice taken
- If by the end of the visit, the young person is still missing, arrangements will be made for a member of staff or other responsible adult to remain at the venue or vicinity until the young person is located. This will be in conjunction with the Police, the school setting and the parents.