

Missing Child Action Plan

Last Reviewed Date:	26/07/2024	Review Date:	30/06/2025
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SBM:		Date:	22/05/2025
Headteacher:		Date:	22/05/2025

Date of Next Review:	March 2026
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- Remain calm and raise the alarm **immediately** by telling a member of the front office staff. Tell them the **full name of the missing pupil, where** and **when** you noticed them last. The member of the front office team will inform all available SLT/MLT members who will arrange for different members of staff to:
 1. stand on the main security front gate to prevent any pupils leaving if visitors arrive or leave.
 2. ensure the Front Office entrance airlock and blue gates remain closed and a member of staff will monitor.
 3. check that the perimeter at the rear of the school is secure.
- All other available staff will search for the missing pupil starting at the closest point to where the pupils was last seen and then they will continue to search around the school.
- If the pupil is still missing, outside areas of the school grounds including the Dell will be searched.
- Areas beyond the school site that need to be searched are listed below:
 - Stanstead Abbots Village and beyond
 - Folly View Estate and Amwell roundabout
 - New River tow path in both directions
 - River Lee tow path in both directions
 - St Margaretsbury playing fields
 - Amwell Lane
 - Hoddesdon Road
- Remember to take your mobile phone with you.
- Keep in touch every five minutes by mobile phone.
- **If the search is unsuccessful, inform the Police and parents.**
- When the pupil is found please notify the Front Office **immediately** who will let everyone who is searching know that the pupil has been found.

Management of School Security and Pupil Safety

- Security gates are operational (if electronic gates fail – Notify padlock is to be put on pedestrian gate and two Velcro security straps around the main gate. Office staff let visitors in/out when pupils on school premises)
- Rear entrance restricted – no unaccompanied access for parents and visitors
- Only two external entrances to be used for pupils to enter and exit the school premises
- Entrances to be supervised at the beginning and end of the day
- When moving as a class group, there must be an adult at the front and the back of group(s). The Class Lead is responsible for headcount.
- When moving in smaller groups with one adult, the adult must have view of all children in the group.
- Allocate adults to children – on and off site. Class Team should follow the agreed Walking Order.
- Vulnerable pupil list compiled and reviewed annually – amended as necessary throughout the year.
- Care plans and offsite level 2 risk assessments highlight pupils likely to abscond/drift and shared with staff members
- All near misses reported on CPOMS
- Vulnerable pupils list and procedure shared with all staff by email.
- All visitors sign in before entering the main school building and must wear a Visitors Badge.
- Challenge adults without visitor badges
- Challenge/remind/check other staff if procedures are not being followed.
- Missing child action plan drawn up and communicated to staff