



Protocol for Missing Children (including gate duty procedures)

Reviewed: August 2024

To be reviewed: August 2027

1. As soon as they are aware a child is missing staff must call the school office
2. The school office will contact senior leaders (usually HT first if on site) and inform them immediately. A member of office staff should immediately stand at the main gate. A member of office staff must stay in the office
3. Senior leaders will allocate tasks to members of staff and arrange a full search of the school. Each member of staff searching will be given a walkie talkie. A senior leader will talk to the child's teacher to ascertain when they were last seen
4. Having searched the school, if the child is still not found, senior leaders will call police and inform them
5. Senior leaders must contact their Regional Director and inform them
6. Senior leaders must contact parents of the child
7. Senior leaders must keep a detailed timeline of all actions
8. If the child is found, senior leaders must ensure all parties are contacted and informed
9. If the child is seen outside of the school perimeter then senior leaders should be informed and the child visually track **but not chased or followed closely if they run on approach**
10. Senior leaders **must** carry out a full investigation including reviewing CCTV once the situation has been resolved and invite the child's parents in to hear the outcomes

Actions

- Inform all staff of protocol
- Purchase walkie talkies if necessary
- Ensure all staff are aware of the designated search areas and know how to operate the walkie talkies
- Carry out a review of all internal and external gates to ensure that they are secured when children are on site, and the release button can't be activated

Gate Duty

Who should be on the gate?

Relevant staff i.e. SENCO/ Site Manager/ Head Teacher / Deputies / Family worker. At least 1 on each gate but ideally 2.

When should staff be on the gates?

Whenever the gates are open. i.e. the start of the day, the end of the day, at any other point where gates are open if said gates offer free access to the school site.

What should we be looking for on the gate?

Children coming in on their own. Children trying to leave the school premises having already entered, any red flags for child protection

What is the purpose of being on the gate?

First and foremost to ensure the safety of children and parents. Secondly to build relationships and solve problems before they escalate.

What should parents/ carers be able to discuss?

Quick issues that are quickly noted down and easily solved. i.e. "this happen to Jonny yesterday – could you find out what happened because I am a bit worried"

or "Bert wasn't sure if it was mufti day on Friday – is it?"

or "How can I get help with ParentPay as I can't access Delias account"

These minor issues should be noted down solved during the day and then fed back to parents on the phone.

Gate staff should also look to actively great each parent and child (if possible by name)

What should not happen on the gate?

Lengthy or personal discussions. As it becomes obvious that the conversation will be long or not easily solved the parent should be invited to make an appointment – if possible set the appointment there and then.

Staff should not be taking phone calls on the gate and in case of emergency another member of staff should come and inform their gate duty colleague and then cover the duty should they have to leave.