



Missing Child Policy

Missing Child Policy (Including EYFS)

Policy Review Date: October 2025

Reviewed By: J Callaway, SLT & Board of Governors

Next Review: October 2026 (or following incident, legislation or interim guidance)

October 2025 Reviewed & ratified by:

Headteacher: Mrs J Callaway

Chair of Governors: Dr Catherine Kidd :

Distribution

This policy is made available on the school website and is available on request from the school office.

Updates and Amendments to Policy

Date	Section Heading	Update Details	Page N°
October 2017	6	6. Systems to minimise risks of a child going missing: Use of an Emergency Card	6
October 2022		Review and updated	
October 2023		Review and updated	
October 2024		Review and updated (changes highlighted in yellow)	
October 2025		Review and updated	

Changes are highlighted in yellow

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SECTION 1: INTRODUCTION

Every attempt is made to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed. This procedure covers Early Years, KS1 and KS2. **Please note this policy does not cover Children Missing from Education - this is covered in the safeguarding policy and as a stand-alone policy.**

SECTION 2: CHILD GOING MISSING ON THE PREMISES

1. As soon as it is feared that a child is missing all children will return to their own classroom.
2. Each class teacher will count and name check the children present against the register
3. Whilst this is happening, the Headteacher (or SLT if Head not available) will be informed and **staff members will be re-deployed, as appropriate, to** carry out a thorough search of the buildings, playground and field areas.
4. If the main gates are open due to being drop-off or pick-up, or after 5pm a member of staff will be sent immediately to the gate to ensure that the child does not leave the grounds.
5. Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
6. If the child has still not been found a more extensive search of the grounds will be initiated.
7. **The child's parents/carers will be contacted within 30 mins of the child being missing and the missing child will be reported to the police within 45 mins of the child being missing.**
8. The Headteacher will talk to the staff to find out when and where the child was last seen and record this.
9. If the child is found on-site, the designated person checks on the welfare of the child and investigates the circumstances of the incident.
10. An investigation will be carried out by the Headteacher and other members of the SLT as appropriate. A full report will be written immediately for the incident book.
11. In cases where either the police or social services have been informed, the relevant body (OFSTED/ISI) will be informed as soon as is practical.
12. **Once the incident is resolved, the Head, Designated Governor and the staff team will review relevant policies and procedures and implement any necessary changes.**

SECTION 3:

CHILD GOING MISSING ON AN OUTING

1. As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
2. If in a venue, staff contact the venue's staff who should handle the search utilising their own specific missing child procedures.
3. The school office is contacted immediately and the incident is reported and discussed with the Headteacher and actions are decided.
4. The trip leader and Headteacher consult and decide who contacts the police and reports the child as missing.

5. The Headteacher contacts the parent within 15 minutes of being informed by the trip leader, who makes their way to the school or outing venue as agreed

6. Members of staff return the children to the setting as soon as possible, if it is safe to do so.

7. According to the advice of the police, one senior member of staff should remain at the site where the child went missing and wait for the police to arrive.

8. In the case of the Headteacher being absent the Deputy Headteacher should be informed and act for the Headteacher

9. An investigation is carried out by the Headteacher and other members of the SLT as appropriate

SECTION 4:

THE INVESTIGATION

1. The Headteacher together with another representative from the SLT speak with the parent(s)
2. Written statements are taken from all the staff in the room or who were on the outing
3. The staff member writes an incident report detailing:
 - The date and time of the report
 - What staff/children were in the group/outing and the name of the staff designated responsible for the missing child
 - When the child was last seen in the group/outing
 - What has taken place in the group or outing since the child went missing
 - The time it is estimated that the child went missing
4. A conclusion is drawn as to how the breach of security happened
5. If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.
6. If the incident warrants, then the whole school Critical Incident policy will be followed. This decision will be made by the Headteacher.

SECTION 5:

SYSTEMS IN PLACE TO MINIMISE THE RISKS OF A CHILD GOING MISSING:

1. A register of children is taken at the start of the morning and afternoon session.
2. Staff are aware of the number of children present each session and carry out regular head counts.
3. Gates and doors are kept closed and where appropriate secured.
4. Video cameras cover the main drive from the school office to the main entrance gates, however no recordings are made. The cameras are for monitoring of and visibility of persons entering and leaving the school site as supervised by the school office admin team.
5. Wherever possible, when moving between areas, one member of staff must be in front of the children and another at the back ensuring all of the children stay together.
6. On trips outside the school grounds a high adult to child ratio is adopted and named children are assigned to individual staff to ensure each child is individually supervised, no child goes astray and that there is no unauthorised access to the children. (See educational visits policy).
7. On trips of potential high risk due to large numbers of people or busy areas, children are provided with an emergency card displaying the name and contact details of the school.