



2025

Missing Children Policy and Procedures

Policy Document

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Date of next review	June 2028

Approvals

Approved by	Jackie Livermore
Position	Headteacher

Record of Updates		
Date Updated	Additional Information	Updated by
June 2025	Heading added to 'procedures' Unapproved adult amended – Bullet point 2	Jackie Livermore
For ease of writing and reading, throughout this policy, the term 'parent' is used. 'Parent' should be taken to refer to anyone with a parental or caring role, temporary or permanent, in a child's life. This includes; foster and adoptive parents, special guardians, grandparents and other family members.		

Purpose

This policy reflects our commitment to promote and safeguard the welfare of pupils in our school. We feel that children have a fundamental right to feel safe and protected from danger. Therefore we aim to provide a secure, caring environment, highly skilled and aware staff and a curriculum which empowers children to protect themselves. Parents need to know that every measure will be taken to keep their children safe.

If a child goes missing during school hours either on or off site the following procedures must be followed:

- Alert the Headteacher or another member of the Leadership Team, who will make enquiries of other relevant members of staff as to when the child was last seen and where
- Remember the safety of the other children, with regard to supervision and security, ensuring that no class is left unattended
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff should search the building, and school grounds thoroughly
- Once staff are satisfied that a thorough search has been carried out but the child has still not been found, the police and parents should be informed
- Continue to search, opening up the area, keeping in touch with mobile phones or walkie-talkies at all times
- When the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to reduce the risk of it happening again. Incident Reports should be completed by staff members as appropriate and the Designated Safeguarding Person, and the Safeguarding Governor and Chair of Governors should be informed.

Off-Site Activities

- An assessment of risk is carried out on all aspects of school trips and the trip organiser is required to complete risk assessments and an Evolve form in consultation with the school's Educational Visits Co-ordinator who has attended appropriate training
- The trip organiser will ensure that all adults responsible for pupils on an off-site activity sign to say they have received, read and understood, a copy of the risk assessment specific for that activity and a copy of this policy
- The trip organiser must ensure that all adults are contactable (via mobile phones) throughout the activity and that he/she is in contact with the School Office
- Ensuring that the remaining children are sufficiently supervised and secure, one or preferably two members of staff or accompanying adults with a DBS check should search the activity site thoroughly
- On organised visits, such as visits to museums, staff from the organisation should be informed to assist with the search
- Once staff are satisfied that a thorough search has been carried out but the child has still not been found, the police and the Designated Safeguarding Person at school should be informed. The school will contact the child's parents.
- Continue to search, opening up the area, keeping in touch with mobile phones at all times
- When the situation has been resolved, members of staff should review the reasons for it happening and ensure that measures are taken to reduce the risk of it happening again
- On return to school, Incident Reports should be completed by staff members as appropriate, and the Safeguarding Governor and Chair of Governors should be informed

Where the child is taken from the school by an unapproved adult

- Parents are required to supply the school with names of adults (family members or friends), who will collect their child if they themselves are unable to do so
- EYFS/Y1 and Y2/3: The school will only hand children in their care over to either a parent or an approved contact. The adult on the gate will endeavour to ensure children in Y4 – Y6 leave with an approved adult
- On occasion, parents request that their child is collected by an alternative person who is not a named and approved contact; in this case the school advises the parent that the person becomes a named contact if it is to be a regular occurrence
- In the event of an unapproved adult wishing to collect the child, the school will not allow the child to leave and immediately inform the parent of the situation

- In the event of a child being taken from the school unlawfully, the police and parents will be informed