



ACTION IN THE EVENT OF A MISSING CHILD Policy and Procedures – v2.0

Parts of this policy are replicated in the Educational Visits Policy.

The safety and welfare of our children is paramount. In the unlikely event of a child being unaccounted for the following procedure will be implemented.

1. If a child goes missing in the Pre Prep Department

- Staff members will be informed and all pupils in the year group from which the child has gone missing will gather in one area. Where possible, year groups will be gathered in the following areas:
 - If a pupil is missing from the Nursery, all Nursery pupils will gather on the carpet in the Nursery classroom adjacent to the Nursery garden.
 - If a pupil is missing from Reception, all Reception pupils will gather in Oak classroom.
 - If a pupil is missing from Year 1, all Year 1 pupils will gather in Willow classroom
 - If a pupil is missing from Year 2, all Year 2 pupils will gather in Cherry classroom.
- Registration of all children in the year group will take place and the office staff will check that the missing child has been registered as attending School that day.
- Staff will be assigned to search zones for the missing child, using the red evacuation sweeping discs, or to supervise the other children.
- Staff to return to the classroom where the remaining pupils have been gathered immediately when they have searched their area.
- If the child has not been found after the steps above have been taken, a member of the SLT must be verbally informed that a child is missing and the Crisis Management plan enacted.

- If the child's whereabouts has not been established within a ten-minute period, the process for if a child goes missing on the School site should be followed, as below.

2. If a child is missing from a lesson in the Prep Department

- The member of staff supervising the lesson must check the register on iSAMS to establish whether the child was registered as present during the morning or afternoon registration.
- If the child was registered as present during the full registration in the morning or afternoon and the child has not arrived at a lesson, the member of staff supervising that lesson must call the Front Office to clarify the whereabouts of the child.
- If the child's whereabouts has not been established within a ten-minute period, the process for if a child goes missing from the School site should be followed, as below.

3. If a child goes missing on the School site:

- Upon a report of a pupil going missing a search of the site should be undertaken.
- If a child is considered missing following the initial search of the school building and surrounding grounds, all staff members will be informed that a child is missing by email.
- A member of the Senior Leadership Team (SLT) must be informed verbally, and the Crisis management plan enacted which may involve informing the police.
- Registration of all pupils will take place and pupils to stay with their teacher until told otherwise. Pupils should not be released to break or lunch.
- A thorough search of the premises and grounds will now take place.
- The parents of the missing child will be contacted and informed of the action being taken by a member of the SLT.

Post incident

- Once the emergency has been resolved, an internal investigation will take place. A written report will be completed.

- Where appropriate, measures will be put in place to minimise the risk of such an incident re-occurring.

NB. If a co-ordinated search of the school is required, using the fire sweeping disks is the most efficient way of completing this task.

4. If a child goes missing off site:

- One member of staff will search the immediate vicinity for the missing child.
- A member of the SLT will be contacted. They will then make their way to the venue to assist staff. The crisis management plan will be enacted.
- A member of the SLT will contact the child's parents.
- The remaining children will be taken back to school, leaving a member of the SLT and another member of staff at the site until the situation has been resolved.

Post incident

- Once resolved, an investigation into the incident will take place and a written report will be produced.
- Where appropriate, measures will be put in place to minimise the risk of such an incident re-occurring.

*Last Reviewed November 2025
Next Review November 2026*