

Maidensbridge Primary School

Missing Child Policy



Policy Date	Review	Created By
September 2026	September 2027	G Morgan
Version 3		

Legislation

In any EYFS setting the procedure for dealing with the circumstance of a child going missing at, or away from, the setting is part of the information which must be made available to parents and/or carers (EYFS 3.73: Information for Parents and Carers).

Introduction

The welfare of all of our children at Maidensbridge is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Every member of our staff who works with children has read Keeping Children Safe in Education and attends regular safeguarding updates.

Actions to be taken if a child goes missing from the school

Our procedures are designed to ensure that a missing child is found and returned to supervision as soon as possible. If a child was found to be missing, we would carry out the following actions during the working day:

- Check with the pupil's friends to see if they know their whereabouts.
- Check with the class teacher and other members of staff who work closely with the child, the time and place they were last seen.
- Check with the office staff for notification of children being collected by parents.
- Inform SLT and DSL's.
- Arrange for one or more adults to search the school grounds. Including any potential hiding places.
- Check the doors, gates for signs of entry/exit.
- If the child is not found the Head/DH is to ring the pupil's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once.
- Office to notify the Police.
- If the pupil's home is within walking distance, a member of staff would set out on foot to look for the child.
- The Headteacher would inform the local authority.
- The school would co-operate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors.
- The school's insurers would be informed.

- If the pupil is injured a report would be submitted to Dudley Health and Safety. If the child goes to hospital, this can be referred to RIDDER.
- During the course of the investigation into the missing pupil, the school, in consultation with the LADO/Police, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.
- A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report. If appropriate, procedures would be adjusted.

Actions to be taken if a child goes missing from a school outing

- An immediate head count would be carried out in order to ensure that all the other pupils were present.
- An adult would search the immediate vicinity and last place the child was seen.
- Contact the venue manager and arrange a search.
- Inform the Head/DH by mobile phone.
- Contact the Police.
- The Head/DH to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once.
- The Headteacher would inform the local authority.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by the local authority.
- Inform the Chair of Governors.
- The school's insurers would be informed.
- If the child is injured a report would be made under RIDDOR to the Health & Safety Executive (HSE).
- A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The school will review its procedures and, if appropriate, these would be adjusted.

Actions to be followed by staff once a child is found

- Talk to, take care of and, if necessary, comfort the child.
- Speak to the other pupils to ensure they understand why they should not leave the premises/separate from a group on an outing.
- The Head/Deputy Head will speak to the parents to discuss events and give an account of the incident.
- The Head/Deputy Head will conduct a full investigation (if appropriate involving the local authority).
- Media queries should be referred to the Head (after discussion with the local authority if appropriate).
- The investigation should involve all concerned providing written statements.
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future.

Actions to be followed if a child walking home does not arrive home

- Staff to liaise carefully with the parent (or emergency contact if parent not available) regarding details of movements.
- Identify the last time the child was seen – location and time and by whom. Attempts should be made to contact parents of any other children who walked home with the pupil.
- An available member of staff should trace that route by foot/by vehicle asap.
- If the child has not made it home within a reasonable period of time beyond the time they were expected to arrive, the police should be informed by the school/parents.

Parents attention will be drawn to the existence of this policy and procedures. The policy will be kept under regular review and updated to keep pace with changes to DfE guidance.

Related Policies

- Child Protection Policy
- Staff Code of Conduct Policy
- Educational Visits Policy
- Attendance Policy
- Uncollected Child Policy