



Missing Child Policy

&

Procedures When a Child is Not Collected on Time

This policy applies to the whole school including the EYFS

Part One – Missing Child Policy

Introduction

Every member of our staff who works with children has read Part 1 of Keeping Children Safe in Education. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

This policy has regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.73)

Information for Parents

Our pupil supervision policy describes:

- The arrangements for children arriving at school and leaving the premises at the end of the day.
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school.
- The arrangements for registering the children in both morning and afternoon. We take a register of pupils at the start of the morning and afternoon sessions. Parents are responsible for notifying the school if their child is absent for any reason. The school will always contact the parent if the child fails to arrive at school without an explanation.
- The physical security measures which prevent unsupervised access to or exit from the school.
- The supervision of the playground.

All new staff receive a thorough induction into the importance of effective supervision of very young children and read Part 1 of the DfE's 'Keeping Children Safe in Education' guidance.

DUTY TO REPORT

The school monitors attendance closely and will take action to address poor or irregular attendance.

The School will inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more without permission.

Where a pupil has been continuously absent without authorisation for a period of not less than 20 school days (and there are no reasonable grounds to believe the pupil is unwell or unable to attend because of any unavoidable cause), and the school and local authority have failed, following reasonable enquiry, to ascertain where the pupil is, the school may delete the pupil's name from the admission register. The school will inform the local authority of such deletion no later than the time at which the pupil's name is deleted from the register.

The School also recognises its wider reporting duties following deletions from the admission register, in accordance with the Education (Pupil Registration) (England) Regulations 2006, to help identify children who are missing education and/or otherwise at risk of harm.

A child missing on school grounds

If a child appears to be missing while he/she should be on school grounds, and toilets and areas where the child may be, have been checked, the class teacher will immediately check with the School Nurse to see if the child has been sent home or has been signed out.

If this is not the case and the child genuinely is missing, the Headmaster must be told immediately.

Pupils and staff who were most recently with the missing child will be asked calmly when they last remember seeing the child and a wider search made of the school buildings and grounds. The School CCTV system will also be checked for signs of entry or exit.

Children will be occupied in their classrooms with a relevant activity or continue their usual classes.

If the child is not found at this point, the parents will be contacted to check if the child is with them, to see if there may be any reason the child may be hiding and finally to let them know their child is missing. A contact number will be confirmed at this point with the parent and they will be told that the authorities below will be notified.

The Headmaster or DSL will inform the local police, contactable by the emergency number 999, with a description of the child. A photograph of the child should be sent to them electronically from the school database, together with any specific medical or other relevant details.

The Headmaster or DSL will liaise with the police and other authorities as required. They will also liaise with the parents as directed by the police.

In addition, The Headmaster or DSL will:

- inform the Safeguarding Partners from the Local Authority and the school's Local Authority Designated Officer (LADO)
- Inform the Chair of Governors
- Inform the school's insurers
- During the course of the investigation into the missing child, the school, in consultation with the LADO, 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 child was found would be made for the incident report.

A child missing when off site

If a child appears to be missing when off-site (for example on outings, residential trips or sports events), a register will immediately be called by the person in charge of the group. The areas just visited will be re-checked by an adult from the school group, nominated by the group leader.

If the child is still missing, the group leader will notify members of staff from the venue immediately. A clear description of the child will be given to help search for him/her. It will also be requested at this time that all exits, including fire exits, from the venue are monitored.

If the child is not found within 10 minutes, the Headmaster or DSL will be notified directly or via the School Office. A contact mobile number will be confirmed and the time will be noted by the office staff.

If, after quickly and fully re-searching the venue, the child is not found, the police will be informed with the name, a description of the child and photograph where possible. Parents will be contacted by the Headmaster or DSL at this time, giving the following information:

- time the child went missing
- the place
- what is being done and by whom
- a parent contact number will also be taken at this time.

Regular contact will be maintained with school (at least every 30 minutes).

Regular contact will be had with the police and advice taken as to how to proceed.

In addition, The Headmaster or DSL will:

- inform the Safeguarding Partners of the Local Authority and the school's Local Authority Designated Officer (LADO)
- Inform the Chair of Governors
- Inform the school's insurers
- During the course of the investigation into the missing child, the school, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with.
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report.

Actions to be followed by staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing

- The Headmaster will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO if necessary)
- The Headmaster will promise a full investigation (if appropriate involving the Safeguarding Partners from the Local Authority)
- Media queries should be referred to the Headmaster (after discussion with the LADO 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.

Part Two – Procedures to be followed by staff when a child is not collected on time

School Day

The normal school day finishes at different times for different age groups:

1. Nursery and Pre-School finish at 3.15pm
2. Reception to Year 2 finish at 3.30pm
3. Years 3 and 4 finish at 4.10pm
4. Years 5 and 6 finish the taught day at 4.25pm

After these times and up until 6pm, depending on the age groups and timings, pupils can attend after school activities.

For Years 5 & 6 there are also after school prep and activity sessions, which finish at 5:10pm and a Chapel Service on Fridays which finishes at 4:30 pm.

The school runs a wraparound Extended Day service, until 6pm every school day.

If parents are delayed:

Parents are asked to telephone the school immediately if they know they will be late for the normal end of school day pick up, due to traffic, an accident etc. to avoid undue concern. They should leave a contact mobile number. The child will be sent to Extended Day until they are picked up. Parents will be charged.

5. Contact number up to 5:30pm – 01628 594300 (Main School Office)
6. Contact number from 5:30pm-5:55pm - 01628 594352 (Extended Day)
7. Contact number after 5:55pm – 07502 458346 (Headmaster)

If a child has not been collected by 6pm, the Extended Day Manager will hand over the child to the duty SLT member. The Duty SLT member will attempt to contact the parents and emergency contacts as soon as possible. The Duty SLT member will ensure that the parent has a direct contact number for them in school so that contact can be maintained.

If no contact has been made with either parent or guardian after 30 minutes, the Headmaster will be informed and Social Services may well be contacted.

The Headmaster will write up notes on the event, to be retained with the child's records. SLT & Heads of Year will be informed in case of future occurrences.

Reviewed By: **Headmaster**
Date: **7 October 2025**
Review Date: **September 2027**