



Missing Child and Child Collection Policy and Procedures

Policy Information

Date of last review:	6 th October 2025	Review period:	Annually
Date ratified by Local Governors:		Policy owner:	Mrs V. Callaghan

Reviews/revisions

Review date	Changes made	By whom
September 2027		

Introduction

The welfare and security of children in our school is paramount and policies and procedures have been implemented to ensure this remains a priority. It is however important that in the unlikely event of a child going missing, staff quickly follow agreed procedures. This will ensure the child is located as soon as possible and that the correct people are informed.

Systems in place to minimise the risk

- Steps are taken to ensure the premises and surrounding site is secure. The perimeter gates are locked at 9am and re-opened at 3.05pm.
- Main entry and exit doors are alarmed or security coded.
- A member of staff is present at each door to welcome children each morning and to see children to parents at the end of the school day.
- The attendance register is taken in each class at the start of the morning and afternoon sessions.
- It is the responsibility of each staff member to be aware of how many children are present.
- Staff count children in and out of their classroom in EY when using the wider school environment for teaching and learning.
- Children who arrive late are recorded late in the school office. Staff need to have regard of these children in the total head count of the class. This applies equally to those children who leave school during the day.
- If the office staff are not given any reason for a child's absence they will contact the parents on receipt of the register that same morning. If this is not successful contact is then attempted on the following day. After 2 days VIP attendance or the Headteacher/ Deputy Headteacher would be used to conduct a safe and well check.
- Regular (at least weekly) communication with parents is maintained throughout the child's absence.
- Children starting school at the beginning of the term or part way through a term must be made aware of the boundaries of where they can and cannot go during the school day.
- At the end of the day children in Nursery and Reception are released directly to a known adult. There is a password system used for any adults who are collecting who do not have main parental responsibility.
- At the end of the day, Key Stage 1 children are only released from the classroom to a known adult.
- Children in Years 3 & 4 are released onto the playground by a member of staff who sees a collecting adult. This may be from a distance. Children waiting to be collected remain with their class teacher/responsible member of staff.
- Children being collected during the day for appointments must be collected from the school office so they can be registered as leaving/ arriving out of normal registration times.
- Parents are made aware, through initial meetings and newsletters, of the need for close supervision of children at all times before and after school and while waiting in the playground. Regular reminders are given through class dojo to all parents and carers.

Educational Visits and Lessons Outside the School Site

- When off the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Educational Visits Policy. Full risk assessments are carried out and pre-checked to ensure minimal risk.
- A list of all the children's names is carried by the trip leader and the recommended staff/pupil ratios for the age of the children and the purpose of the trip or activity are always adhered to.

In the event of a child being found to be missing it is vital that prompt action is taken.

Procedure

- 1. The missing child is identified and the last known whereabouts of the child identified if possible.**
- 2. The class teacher/Lead Support staff member are informed promptly.**
- 3. The Class teacher present will arrange for the other children to be supervised.** (The remaining children should be gathered together. Without alarming them the children should be asked if they have seen the missing child.)
- 4. All available staff should be alerted and systematic search will be carried out to see if the child can be located in the surrounding area.**
 - Toilets, cupboards, under tables, and other areas where a child might hide are checked. Exits are checked to ensure they remain secure. If there has been any breach of security search outside areas in the vicinity.
- 5. Enquiries are made of any other adults in the vicinity.**

If the child cannot be located then the following procedures are followed

- 1. The Headteacher or Deputy Headteacher are informed (in the event of both of these personnel being off site the designated senior member of staff for that day).**
- 2. Immediately contact the police and/or any appropriate emergency services.**
- 3. Contact Parents/Carers of the child.** Once contacted the parents should be advised to stay at home or ensure someone remains in the home in case the child arrives there.
Advise the parents that the emergency services have been contacted and that **a staff member will search the route a child may take home.**
Parents should be asked for information of anywhere else a child may head for e.g., grandparent, other relatives the park etc.
- 4. Checking any possible route home**
If the child cannot be located on site premises, a member of staff should search along any possible routes home that the child might take to get home. They must take a mobile phone and keep in contact with the school. If the member of staff arrives at the home without finding the child they should make contact with the school immediately and await instructions.
- 5. Contact the Chair of Governors / Trust executive/ Chair of Trustees.**
- 6. Contact the appropriate Ofsted Officer.** We are required to inform them of our systems for preventing this occurrence and a report of the events regarding the incident.

If a child were to go missing on an outing

1. Children should be briefed on what to do should they get lost before the outing commences
- 2 An immediate head count is completed and the missing child is identified.**
- 3. The last known whereabouts of the child identified if possible.**
- 4. The class teacher/Lead Support staff member are informed promptly.**
- 5. The Class teacher present will arrange for the other children to be supervised.** (The remaining children should be gathered together.)
6. Without alarming them, the children should be asked if they have seen the missing child.
- 7. All available staff should be alerted and systematic search will be carried out to see if the child can be located in the surrounding area.** All areas where a child might hide are checked. Exits are checked to ensure they remain secure. If there has been any breach of security search outside areas in the vicinity.
8. A designated adult will contact the venue manager/leader and arrange a search, then contact the Headteacher or the next most senior member of staff in their absence, who will then follow procedures as outlined in the procedure for missing children while on the school premises.
- 9. Enquiries are made of any other adults in the vicinity.**

Record of events and subsequent report

The following details will be noted in order to help in any search and subsequent investigations

1. Date time and location of disappearance
2. Who was responsible for the care of the child at the time
3. What was the child wearing
4. Any distinguishing features
5. Circumstances surrounding disappearance
6. Time parents and other agencies were contacted
7. In the case of an accident, the incident is to be reported and is recorded in the incident book
8. If the incident warrants a police investigation then all staff are required to give full co-operation

Informing other people

In very serious cases due consideration must be given to notifying the following people

1. The schools Insurance company.
2. Other parents
3. The Local authority
4. Social Care and health

Dealing with reactions

If such an incident does occur it will be natural for the child's parents to be frightened, distressed and angry. Other parents will also be rightly concerned for the safety of their children. Staff will be upset and shocked that any such lapse in security has occurred.

Emotions and reactions must be dealt with professionally and in a caring and understanding way. Should any staff be approached by parents or media regarding the situation they must refer them to the Headteacher or Deputy Head.

Conclusion

In the case of any such incident occurring the breach of security will be identified, further actions will be implemented and all staff made fully aware.

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

If a child is not collected within 10 minutes of the agreed collection time, the child will be taken to the After School Club to be supervised.

The class teacher is responsible for informing the school office who will phone/contact the child's parents. If there is no answer, we will begin to call the other contact numbers for this child.

If a child has to go to after school club on more than 3 occasions for late collection over a half-term the parent may be charged future session at the discretion of the Headteacher.

If there is no response from any of the contact numbers and the child has been left for over an hour, the Headteacher or next most senior member of staff in their absence, will contact Social Services. The number is found in the school office. We will make a full written report of the incident.

Roles and Responsibilities

The Governing Body will

- Ensure the policy is implemented and will monitor through HT reports to Governing Body under Health and safety

The Head teacher will

- Monitor the policy and procedures ensuring they are implemented effectively
- Report to the Governing Body through HT reports

The Staff will

- Ensure procedures are followed

This policy will be reviewed every 2 years, or earlier if necessary.