MISSING CHILD POLICY

SEPTEMBER 2026

Date of adoption of this policy	1st September 2026
Date of last review of this policy	1st September 2026
Date for next review of this policy	1st September 2027
Policy owner (SLT)	Headteacher, DSL, French and English Deputy Heads
Authorised by	Headteacher and Proprietor

POLICY STATEMENT

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is as follows.

Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff alerts an on-site member of the senior management team.
- A member of the senior management team and or other staff will carry out a thorough search of the building and grounds.
- The register is checked to make sure no other child has also gone astray.
- Doors are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is not found, the parent is contacted and the missing child is reported to the police.
- The member of the senior management team talks to the staff to find out when and where the child was last seen and records this.
- The member of the senior management team contacts the school owner and reports the incident. The owner then carries out an investigation and may come to the setting immediately if not on the premises.

Child going missing on an outdoor visit

This describes what to do when staff have taken a small group on an outing, leaving the members of the senior management team and/or other staff back in the setting. If a member of the senior management team has accompanied children on the outing, the procedures are adjusted accordingly. What to do when a child goes missing when their parent has accompanied the outing may be a little different, as parents usually are responsible for their own child.

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The setting senior management team is contacted immediately and the incident is reported.
- The member of the senior management team contacts the police and reports the child as missing.
- The senior management team member contacts the parent, who makes their way to the setting or outing venue as agreed with the setting leader. The setting is advised as the best place, as by the time the parent arrives, the child may have been returned to the setting.
- Staff takes the remaining children back to the setting.
- In an indoor venue, a member of staff contacts the venue's security who will handle the search and contact the police if the child is not found.
- The setting leader contacts the school owner and the Local Authority (LA) and OFSTED (Helpline: 0300 123 1231) and reports the incident.
- Local Authority guidelines take priority.

<u>The investigation</u>

Staff members keep calm and do not let the other children become anxious or worried. The senior manager together with the Local Authority and if possible the owner of the school speak with the parent(s).
The LA carries out a full investigation taking written statements from all the staff in the room or who were on the outing.
The key person/staff member writes an incident report detailing:

- The date and time of the report.
- What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
- When the child was last seen in the group/outing.
- What has taken place in the group or outing since the child went missing.
- The time it is estimated that the child went missing.

A conclusion is drawn as to how the breach of security happened.

If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation: including interviewing staff. Children's Social Care may be involved if it seems likely that there is a child protection issue to address.

The incident is reported under RIDDOR arrangements; see the RIDDOR section and appendix in the Health and Safety Policy:

https://www.hse.gov.uk/pubns/edis1.pdf

The local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
In the event of disciplinary action needing to be taken, Ofsted is informed through the LA.
The insurance provider is informed through the LA.

Managing people

Missing child incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child for the outing. They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
Staff may be the understandable target of parental anger and they may be afraid. Setting leaders need to ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the setting leader. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the setting leader and the other should be the School owner or LA representative. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.

The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
In accordance with the severity of the final outcome, staff may need counselling and support. If a child is not found, or is injured, or worse, this will be a very difficult time. The chairperson or proprietor will use their discretion to decide what action to take.
Staff must not discuss any missing child incident with the press.