



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



MISSING CHILD POLICY

'Together with God, Making Learning a Life Long Friend'

Approved:	24.4.2026
Review Date:	31.03.2028

We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

Start children off on the way they should go and even when they are old they will not turn from it (Proverbs 22:6)

Aim

The safety of our pupils is our priority whilst they are in our care at school. This policy sets out our procedures for dealing with the unlikely event of a child going missing.

Responsibilities

Staff are responsible for completing Attendance Registers electronically via Arbor. They must be completed accurately and promptly. Registers must be completed and submitted before 9:05am and again before 1.05pm. In the event of lost internet, paper copies must be sent to the office.

If a member of staff takes a pupil, group or class out of school they are responsible for informing parents and staff at the school office.

It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions. If a parent takes a pupil out of school during the day, they must sign them out at the office.

It is the responsibility of Governors to ensure they are aware of the school's procedures and to challenge / support the school in its review of this policy.

Procedures Aimed at Reducing Risk of a Missing Pupil.

Start of the school day:-

The school should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.

There are clear procedures for welcoming pupils into school. All classes should enter the school at their agreed entry point at the correct time.

The school doors are closed at 9.00 am. After this time, pupils report to the main school office via the main entrance where they are signed in. A member of office staff will then take the pupil to their classroom if Year 2 or below. If Year 3 or older they will walk to their classroom.

Mr Holdcroft is responsible for ensuring that the gates are locked at 9:00am. Year 2 staff have responsibility for ensuring the Year 2 door is locked at 9.00am.

During lesson time:-

Staff mark registers promptly and accurately - morning and afternoons and submit to the office.

All staff must ensure that external gates to any outside area are closed when pupils are playing/ learning outside.

Outside doors should remain closed where possible during the school day.

If pupils leave the classroom security to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom. No child should leave any building alone.

Updated contact information for parents and carers is sought and maintained.

During playtime:-

Duty staff should be on the playground before pupils come out.

External gates remain closed. Staff patrol all areas in the playground throughout the session keeping a vigilant around the entrance gate to the KS2 playground. During playtime there will be at least one member of staff on duty.

During lunchtime:-

As above

SLT members are available at lunchtime.

During home time:-

Pupils leave by assigned exits.

Pupils in the Foundation Stage are collected by their parent / carer from the Foundation Stage outside area. Staff call the children when they see the parent / carer.

In KS1, children are lined up at the appropriate exit and staff hand children over to their parents/ carer.

In KS2, Year 3 and Year 5 staff dismiss the children from the door of their classrooms.

Year 4 and Year 6 walk to the main entrance, from which they are dismissed.

Children who are not collected go to the main entrance to wait with their teacher. Children, who attend Kid's Club go straight to Kid's Club at the end of the school day.

Educational visits/ off site activities:-

Thorough risk assessments and adequate staff / pupil ratios are provided when pupils leave the school premises.

Permission from parents is obtained generically at the beginning of each academic year for local visits and specifically for each trip.

Mobile telephones taken on every visit and mobile contact numbers left at school.

After School Clubs:-

A register of pupils should be taken. When a child does not arrive for a club and no message has been received, the teacher responsible for the club should ask the office to check the whereabouts of the child.

Consent should be obtained from parents with contact numbers and details of how the pupils are to go home and who with.

Forest Schools:-

If child is identified as missing from forest school session.

1. Contact list and individual risk assessments to be kept in forest school bag.
2. Whistle to be blown (3 short, sharp blasts) that alerts all children to assemble at the meeting point.
3. Head count and name check.
4. Contact SLT search for child is initiated. Other children to be taken inside.
5. If this is off site visit and child not located in the first 5 minutes then emergency services to be contacted.
6. Contact to be made with parent or carer.
7. When child is located the Parents/ carers will be informed at end of session.

Procedures In The Event Of A Child Going Missing

Situation	Action
Child absent from school	• Follow schools attendance policy • First day contact system followed
Child not arrived at school and concerns about whereabouts	• Check with class/friends • Teacher to inform office staff who check late book • Office to contact parent/carers before 10:00am phone call • Possible contact of police
Child leaves school but does not arrive home (parent/carers initiated)	• School to check with staff • School to contact friends , staying in touch with parent • Advise parent to contact police • School to stay in touch with parent to discover outcome
Child leaves school without permission(runner)	• Ascertain exactly last time seen • Alert available staff to search • Contact parent • Contact police
Child missing on school trip	• Gather group together and stay in one place • Contact centre staff • Supervise group with staff whilst other staff conduct a local search • Contact Police • Contact school who will contact parents
Child seen or reported to be abducted	• Immediate 999 call • Talk to witnesses • Contact parents

Any pupil who is subject to a care order/ or involved with social services through safeguarding issues who does not arrive at school may be at risk. It is therefore absolutely essential that the office is informed immediately so that the designated safeguarding officers can contact the home and social services/EWO immediately. Under certain circumstances it might be necessary to visit with a member of staff.

If the child is missing after school or on a trip then the school should be manned until the child is found. The school should also consider the following:

- Contact with Chairperson of the governing body
- Informing LA and press office

Follow up

Members of the leadership team and staff involved should hold a meeting to establish causes and factors involved.

Meet with pupil and parent may be likely.