



Full Governors

17.09.25

Signed *Inst*

Missing Child Policy and Procedures

Policy Statement

The safety and security of the children in our care at Portway Infant School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

Each child who arrives at school is registered first thing in the morning following the child being handed over to the teacher by their parent/carer. Any parent bringing their child in to school late will be asked to sign the child in at the office.

Staff maintain the appropriate high level of supervision throughout the lessons and are aware of the location of the children in their care at all times. If children are taken out of the class for interventions this must be communicated to the class teacher who has the overarching responsibility at that time.

During break and lunch time, the staff and midday supervisors on duty have responsibility for knowing the locations of children.

The register is taken again in the afternoon.

Any child being taken out of school during the day will be signed out at the school office by the parents. School will need to be informed beforehand that a child will be collected early. This can be done verbally to office staff who will also ask to see proof of the appointment (paper copy or text) or an email to the school admin email address with the appointment documentation is also acceptable.

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's Educational Visits policy. Full risk assessments are carried out and uploaded on to Evolve.

A list of all the children's names is carried by the trip leader and the children split into small groups according to the proper staff to child ratios for the age of the children and the purpose of the trip or activity.

Each class is managed by the class teacher. The number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed:

- A roll call will be taken to ascertain that the child is missing.
- Staff will maintain safety and well-being of other children.
- The Headteacher will be informed immediately and told when and where the child was last seen.
- All available staff will conduct a thorough search of the child's classroom, play areas, toilets, storage areas, the school building and the school grounds.
- If the child is not found after 15 minutes, the Headteacher or Assistant Headteacher will endeavour to contact the parents of the missing child by telephone to ascertain whether

the child has been collected or arrived home.

- If the child has not been collected or arrived home then the police will be informed immediately.
- Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school

Educational visits

- If a child goes missing during an outing or school visit, the teacher must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search of the immediate vicinity should be made and if the child is not found quickly the police must be called and the headteacher notified. As soon as possible, the parents will be notified that their child is missing.
- To minimise the risk of missing children on an educational visit, children must be briefed before setting off of the importance of staying with the group leaders and reminded to encourage each other to keep with the group.
- Children must be instructed that in the unlikely event of being separated from the group, they must STAND STILL so that the group can re-trace their steps to locate the child.
- To be easily identified children will wear a sticker with the school logo and telephone number.
- Children can be advised that adults are there to help them and that if they are lost, they must stay still but if approached by a person in uniform e.g., a zoo warden, or police, or a parent with children, or an adult they should feel they can talk to the person and let them know what is happening. Under no circumstance must they go with the person, they should remain where they are but ask that the message is taken so that it can be conveyed by loud speaker.

Children who run

If a child runs away from school and is in the eye line of an adult, the adult should call after the child or try to talk to the child to try to get them to come back.

The adult should not physically restrain or grab the child, unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g., running onto a road. Please see guidance on positive handling.

A member of staff should never put themselves at risk in the process and should not attempt to intervene without assistance unless it is an obvious emergency.

The Headteacher should be informed, who will ring the parents and the police if necessary.

Outcomes

The safety of the children will be given our highest priority. A missing child should be an extremely rare occurrence. This policy is designed to put in place swift and effective actions to locate any missing child and to notify and involve the parents and the authorities at every appropriate point.

Mrs Lisa McSherry

Autumn 2025

To be reviewed autumn 2028