



Missing Children Policy and Procedure

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Staploe Education Trust
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Our school has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions.

Even when all precautions are properly observed, emergencies can still arise. Therefore members of staff will undertake periodic head counts, especially at the transition points between sessions. If for any reason a member of staff cannot account for a child's whereabouts during a session, the following procedure will be activated:

- The Headteacher and the rest of the staff must be informed that the child is missing. If the Head is out, then the Deputy Head will act in their absence
- A thorough search of the entire premises will commence
- The staff will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised
- The Head will nominate as many members of staff as possible to search the area surrounding the premises
- All staff will be extra vigilant to any potentially suspicious behaviour or persons in and around the school
- If after 10 minutes of thorough searching the child is still missing, the Head will inform the police and then the child's parent/carer
- While waiting for the police and the parent/carer to arrive, searches for the child will continue. During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the school
- The Head will be responsible for meeting the police and the missing child's parent/carer. The Head will coordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers

Once the incident is resolved, the Head and the staff will review relevant policies and procedures and implement any necessary changes (paying particular note to the relevant provisions of the school's Health and Safety and Risk Assessment policies).

All incidents of children going missing from the school will be recorded on an Incident Record Sheet, and in cases where either the police or Social Care have been informed, Ofsted will also be informed, as soon as possible.

See ['Statutory guidance on Children who run away go missing from home or care'](#) - Jan 2014.

Policies will normally be reviewed on a 3-year cycle unless otherwise stated. This review may be brought forward as required to reflect changes in supporting advice/guidance.