

Missing Child & Uncollected Child Policy

Reviewed and Updated 10.10.2025

The welfare of all of our pupils is our paramount responsibility. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times. This includes the importance of effective information sharing to ensure our pupils are safe and receive suitable education.

Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care. All new staff receive a thorough induction into the importance of effective supervision of pupils and read Part 1 of the DfE's 'Keeping Children Safe in Education' guidance.

Aims

The Aims of the Missing Child Policy are as follows:

- To ensure the safety and security of all pupils
- To ensure that we are able to find any child that goes missing either in School or on an activity outside School as quickly and efficiently as possible.
- To communicate effectively and to an appropriate timescale with everyone concerned.
- To follow up incidents and to review procedures accordingly.

1- Procedures for Staff in the Event of a Missing Child:

Our protocols are crafted to swiftly locate and return a missing child to effective supervision. If a child is discovered missing from the school, the following steps are promptly executed:

- Conduct a register check to ensure the presence of all other children.
- Inquire with the pupil's friends to ascertain their whereabouts.
- Inspect the facilities, including toilets and corridors.
- Consult administrative staff who will verify the pupils is not on an approved educational visit, in a music lesson on-site, in the library or elsewhere in the school.
- Review CCTV footage.
- Notify both the Head and the Designated Safeguarding Lead (DSL).

If the pupil remains missing, the subsequent actions are taken:

- A thorough search of the building and grounds will be organised with assistance from support staff.
- Doors and gates will be checked to ensure that the pupil could not have left the secure site. If there is any reason to believe they could have left the site, the Police will be notified immediately.
- Request the Head or relevant Deputy to Head to contact the pupil's parents, explaining the situation and the steps initiated. If the parents are unable to locate or contact their child immediately. Request their immediate presence at the school. The head will promptly inform the police.

- If the pupil's residence is within walking distance, assign a staff member to attempt to locate them.
- The DSL or Deputy DSL notifies the relevant contact at the Local Safeguarding Children Partnership (LSCP).
- Inform the school insurers.

Upon finding the child:

- Engage with, attend to, and, if necessary, comfort the child.
- Communicate with other students and staff members involved to inform them that the missing child has been located.
- The Head engages with the parents to discuss events and provide an account of the incident.
- Compile a detailed report covering the time, place, number of staff and children, when the child was last seen, the circumstances of their disappearance, and the duration of their absence.
- Conduct a discussion with students and the rest of the class, imparting lessons learned if practicable.

2- Actions for Staff in the Event of a Missing Child on an Outing:

- The member of staff (or parent helper) in charge of the group from which the child has gone missing will alert the members of staff in charge of all the other groups and the Trip Leader, who will perform an immediate head count to ensure the presence of all other pupils.
- Conduct a search in the immediate vicinity.
- The Trip Leader promptly informs the Head/Deputies to Head (and DSLs)/ and the Deputy DSLs) by phone. They will also inform security at the venue if applicable.
- The Trip Leader stays at the venue and arranges for other staff members present on the outing to return all other pupils to school as soon as reasonably practicable.
- Instruct the Head/Deputies to Head to contact the child's parents promptly and explain the situation and the actions taken. Request their immediate presence at the outing venue/the school.
- If applicable, coordinate with the venue manager and arrange a search.
- Contact the Police immediately.
- The DSL or Deputy DSL notifies the LSCP (and the School's LADO if needed) without delay.
- Cooperate fully with any Police and safeguarding investigations by the local authority.
- Inform the school insurers as soon as reasonably practicable.
- If the child is injured, and if necessary, report under RIDDOR to the Health & Safety Executive (HSE) as soon as reasonably practicable and no later than 15 days after the accident.
- Document all activities leading up to finding the child for the incident report. Review procedures and adjust if deemed appropriate.

Reporting

Whether the incident occurs at School or on a trip, the member of staff directly involved will, once the pupil has been found, write a report detailing:

- The date and time when it happened
- The staff who were present
- When and where the pupil was last seen
- What was taking place at the time
- Estimate of time when the pupil went missing

Procedures When a Child is not Collected on Time:

If a child, not authorized to leave school alone, is not collected at the agreed time, the following steps are taken:

- The child is taken care of by the School's wraparound care service (garderie) until 5 pm.
- Garderie contacts parents or carers and, if there is no response, informs the Head, who then calls emergency numbers provided by parents.
- If the child is not collected by 5:00 pm, garderie continues to care for them. At 5:15 pm, the Head decides on a case-by-case basis and instructs garderie as necessary.
- If there is no response from parents' or carers' contact numbers or emergency numbers by 7 pm, the Head contacts the Westminster Social Services.
- Social Services makes emergency arrangements for the child, conducts a house visit, and checks with the Police.
- The School generates a comprehensive written report of the incident.

Actions to be followed if a child who travels independently does not arrive Home.

- Headteacher to be informed.
- SLT staff and reception staff to liaise carefully with the parent (or emergency contact if parent not available) regarding details of movements – check if he was marked on/off school bus if applicable.
- Identify the last time the child was seen – location and time and by whom.
- Speak to the child's friends – did he mention going anywhere other than home? Has there been a miscommunication? Did he go to a friend's house?
- If he has a mobile phone, call his number.
- If he walked home, an available member of staff should trace that route by foot/by vehicle asap.
- If the child has not made it home within a reasonable period of time beyond the time they were expected to arrive, the police should be informed.