



Policies & Procedures

Missing Child Policy

Name of Policy	Missing Child Policy
ISSR	Part 3: Welfare, health and safety of pupils Early Years Statutory Framework (September 2025)
Reviewed by	Alleyn's Oakfield SLT
Author/SLT	Mr Danny Walsh, Designated Safeguarding Lead
Date of school review	February 2026
Date of next school review	June 2026

Policy Overview

This policy applies to all pupils at Alleyn's Oakfield, including those in the EYFS.

It should be read in conjunction with the school's

Supervision Policy

Educational Visits Policy,

Early Years Foundation Stage (EYFS) Policy

This policy sets out the procedures for dealing with the unlikely event that a child goes missing from the school premises or goes missing during an offsite visit.

If a child is missing, the Head and the Head of Pre-Prep (if on the pre-prep site) must be notified immediately.

At Alleyn's Oakfield, the safety of pupils is always given the highest priority and every effort is made to ensure the safety of each pupil whilst they are in the school's care, be it on or off site. Every member of staff has an equal responsibility to ensure the safety of children and know where they are at all times. Procedures to reduce the risk of children going missing from the school site and during off-site activities are in place and are considered

regularly. See the school's Supervision Policy, Educational Visits Policy, Attendance and Absence Policy and Safeguarding & Child Protection Policy.

Keeping contact details up to date – requirements of parents

Parents of all children are asked to provide contact details for the school records. It is vitally important that if there are any changes, parents inform the school so that the most current details are held. Information about any person who does not have legal access to the child must also be given.

In addition, the school requires the contact details for another two people (preferably at least one of whom lives locally) who can be contacted in an emergency.

Reducing Risk

Clear procedures are adopted for drop off, pick up and supervision during the school day. See detail in Supervision Policy. This reduces the risk of a child going missing during the school day.

Entry to the school

All visitors during the School day are required on arrival to sign in at Reception on the Prep Site. Visitors are issued with an appropriate visitor's badge on which is printed further instructions for the safety of both the visitor and the School community. Visitors to school buildings (not being used for sports fixtures) must remain under the supervision of a member of staff at all times and be shown back to the place they signed in, where the badge must be returned. Staff are encouraged to engage with any unidentified visitor and ask what her or his business is, and, if unsure, the visitor must be reported immediately to the School Reception.

MISSING CHILD PROCEDURE - IN SCHOOL

1. As soon as a teacher realises that a child is missing, he/she should immediately inform the school office, who will then immediately inform the Head and the Head of Pre-Prep if the event occurs on the pre prep site, of the situation.

2. The school office must:

- Note the time to start the incident clock
- Alert all possible staff to ask them to look out for the missing child or to contact the office if the missing child is with them
- Immediately begin to review the CCTV images to see if the child has left the building via the monitored exits

3. The teacher must immediately obtain adequate cover for the supervision of their class from a teacher/member of staff in a neighbouring classroom.

4. Agree with the office and the Head which staff will search which areas of the school. Also check that the child has not been taken for a music or similar individual lesson or has been taken out of school for any other reason such as illness or an appointment and this has not been communicated. The school grounds must also be searched thoroughly to ensure the child is not hiding outside because he/she is distressed.

5. When the incident clock has reached 10 minutes, or immediately if the CCTV footage shows that a child has managed to leave the building in an unauthorised capacity, the Head must inform the police by dialling 999.
6. As soon as the police have been informed, the Head should immediately telephone both parents and inform them of the circumstances.
7. Where a child goes missing but is discovered within the school within the 10 minute search period, the circumstances of the incident must be reviewed and minuted at the next SLT meeting and discussed at the next staff meeting to raise awareness and refine practice.
8. If the child is found within the ten minute period, parents should still be contacted by the Head and told of the details of the incident making sure they are immediately reassured that their child is safe and in no danger before discussing any details.

MISSING CHILD PROCEDURE – OUT OF SCHOOL

1. As soon as a teacher notices a child in the party is missing, they immediately inform the Group Leader, gather the remaining children together and ensure they are supervised by one of the other staff accompanying the party.
2. Note the time to start the incident clock.
3. Ask local staff from wherever you are visiting also to look out for the missing child and start your own local search using as many adults accompanying the trip as possible without compromising the safety of the rest of the children.
4. If applicable depending on the venue, ask local staff to review immediately any CCTV images to see if the child has left the building/area via any monitored exits
5. The Group Leader must telephone the school and report to the Head or that there is a lost child.
6. The Group Leader will agree with the office and the Head the next steps to be taken and by whom.
7. When the incident clock has reached 10 minutes, or immediately if any CCTV footage shows that a child has managed to leave the site in an unauthorised capacity, inform the police by dialling 999. As soon as the police have been informed, the Group Leader must call the Head again who must immediately telephone both parents and inform them of the circumstances.
8. Where a child goes missing and this procedure is invoked, the circumstances of the incident must be reviewed and minuted at the next SLT meeting and discussed at the next staff meeting to raise awareness and refine practice.
9. If the child is found within the ten minutes period, parents should still be contacted by the Head and told of the details of the incident making sure they are immediately reassured that their child is safe and in no danger before discussing any details.

