

UPPERBY PRIMARY SCHOOL

MISSING CHILD POLICY



School Details

Head teacher:	Mrs P Burns
Designated Safeguarding Lead:	Mrs J Chandler
Deputy Designated Safeguarding Lead(s):	Mrs P Burns /Mrs J Chan
Governor for Safeguarding:	Mrs C Wilson
Co Chair of Governors:	Mr W Atkinson/Ms R Mason
Policy Date:	December 2025
Policy Review Cycle:	Annual
Next Review Date:	December 2026

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.

OBJECTIVES

- To locate any missing child quickly.
- To ensure that all children are kept safely on the school premises during school hours unless they have the headteacher's permission to leave.
- To ensure that children who leave school during the school day only do so with the headteacher's permission and that they are accompanied by an authorised adult.
- To ensure that the building, grounds and play areas are safe and secure during school hours.
- To ensure that teachers and staff keep children under proper supervision at all times.
- To ensure that if a child 'goes missing' during the school day, he/she is located quickly and returned safely to the school.

RESPONSIBILITIES

- It is the Headteacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.
- It is the responsibility of all staff to read the policy and act at all times according to its guidance.
- If the Headteacher is absent lead responsibility will be undertaken by the Deputy Headteacher.
- Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly according to guidelines. Registers must be completed by 9.00 am and again before 1.00 pm 1:20pm (UKS2).
- 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. The school office completes the "Off Site Register".
- 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 CHILD

Start of the 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. The school gates are opened at 8:35am to enable children to enter the school playground. The children will be allowed into school at 8:35am in readiness for school registration at 9:00am. After this time pupils report to the main school office via the main entrance.

During Lesson Time

- Staff mark registers promptly and accurately – mornings and afternoons and return them via Scholar Pack.
- All staff must ensure that the external gates to any outside areas are locked when pupils are playing outside.
- 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.
- Updated contact information for parents and carers is sought and maintained.
- External class doors leading onto the playground are not locked during lessons if they are required as Fire Escapes. These doors can easily be opened from the inside.

Playtime

- Pupils are to be escorted to the external doors or hall by staff.
- Duty staff should be on the playground before pupils come out.
- External gates remain locked.
- Staff patrol all areas in playground throughout the session.

Lunch time

As above plus

- SLT members are available at lunch time.
- LSAs accompany children from the hall to the playground at lunch.
- During wet lunch times MDA's accompany the children from the hall to the classroom.

Home time

- The gates are opened at 3:15pm
- Pupils leave by assigned exits and are accompanied onto the playground by staff.
- Children who are not collected are accompanied by their class teacher to the school office where a phone call is made home.

After School Clubs

- Thorough risk assessment in place.
- A register of pupils should be taken by the Instructor and any absences confirmed with the school office.
- Consent forms should be obtained from parents with contact numbers and details of how the pupils are to go home and who with. It is the responsibility of the parents to advise the school if their child is not attending a pre-agreed activity.

PROCEDURES IN THE EVENT OF A CHILD GOING MISSING

In the event of a member of staff fearing that a child has gone missing while at school:

- If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SLT and school office immediately.
- The SLT member and any other available staff will carry out a thorough search of the building, including outside areas, toilets and storage areas.
- At the same time the following lists held in the school office will be checked:
 - Attendance Registers
 - Off Site Record
 - Lists of those attending other schools (e.g. transition activities).
- Staff will count and name check all other pupils present against the register. The remaining children will be left safe in the care of suitable staff throughout the search.
- A thorough check of all exits will be made, to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school.
- If something is discovered this needs to be drawn to the attention of the SLT immediately.
- At the same time the CCTV will be reviewed.
- If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. When contacting parents or carers staff will ask them to bring with them a recent photograph of their child.
- The Headteacher or next most senior member of staff on site should now contact the police.
- Parents will be informed followed by the police (101) within 10 minutes of the first alert. • Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
- If the missing child has any special medical or learning needs then these, need to be noted to be disclosed to police or other agencies.
- If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
- The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

In the event of a member of staff fearing that a child has gone missing while off school premises:

- The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
- One or more adults should immediately start searching for the child.
- The Group Leader should contact school to alert them.
- If the child is not found within 5 minutes, the Group Leader must contact police by telephoning 999. • The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

OUTCOME

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

REVIEW

This policy was updated December 2025 and will be reviewed in December 2026.

