



*Elmley Dray
School*

Missing Child Policy

Introduction

Elmley Dray School takes the safety of children very seriously and will take every precaution necessary to ensure that the children in their care do not leave the school site unaccompanied. The chances of finding a missing child safe are greatest if the child's absence is discovered quickly.

In the unlikely event that a child is noted to be missing from school premises, the school puts into practice agreed procedures. These ensure the most effective resolution of this potentially distressing situation. Many of our school routines and procedures are in place to contribute to the prevention of a child going missing and to ensuring the safety and security of all children at all times.

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

If, in the event of a member of staff not being able to account for a child's whereabouts, the following action will be taken:

1. The staff will maintain safety and well-being of the other children and take a register to ensure all other learners are present
2. Staff will check with other learners and adults to ascertain when the learner was last seen.
3. A member of the Safeguarding Team will go with at least one other member of staff to search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken. A base will be made in reception from which the search will be coordinated.

4. While the search is taking place the reception will contact parents/carers of the search for their child and will keep them updated.
5. If the child is not found after approximately 15 minutes, the Headteacher will inform the parents/carers that the school is not aware of the whereabouts of their child. If parents are not aware of where their child is, the police will be informed.
6. Once police arrive, all relevant information about the child will be given. The police will then take over the search. The School would cooperate fully with any investigations. Directors will always be informed of the incident and the police involvement.

If a child goes missing while off site e.g. on a trip or residential

1. An immediate head count would be carried out in order to ensure that all the other children were present.
2. A staff member would search the immediate vicinity.
3. Contact the venue Manager and arrange a search.
4. The remaining children would be contained and supervised by staff members.
5. Inform the school by school mobile phone.
6. Contact parents of the situation
7. If after 15 minutes, the child has still not been found, let the Headteacher know the situation. If parents and carers are not aware of where their child is, then the police will be informed.
8. The remaining staff will return to school or to the centre if on a trip or residential trip with the rest of the children.
9. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care with the Headteacher/DSL fully aware of the situation.
10. Inform the Headteacher and Director/s and a decision will be made to contact the Chair of Governors if deemed necessary.

When the situation has been resolved, the School staff, Headteacher and Director/s will review the reasons for this event happening and revise measures if necessary.

At the beginning of the day

If staff are made aware that a child is missing at the beginning of the school day (e.g. after the first registration) a phone call will be made by reception to the parents/guardians to see if the child is at home. After that the procedures above will be followed whilst liaising with the child's parents.

At the end of the day

If a parent/carer cannot find their child at the end of the day, they are advised in the first instance to talk to the teacher dismissing the class who should be able to assist them. If nobody knows where the child is, the parent will be taken to reception and the above procedure will be put in place.

If a child is not collected at the end of the school day

The Headteacher will notify parents/carers (or, if no response, the emergency contact) to ascertain if there is a problem and agree on a way forward. A member of the leadership team will remain on site with at least one other staff member, supervising the child in an open area, until a trusted adult can collect them.

If the Headteacher has been unable to contact any parent/carer for a child not collected at the end of the day/club they will discuss this with the Director/s. The taxi service will be contacted and arrange to return the child home as soon as possible.

Linked policies

Please also refer to our Safeguarding, Child and Vulnerable Adult Protection Policy and associated policies and procedures.

Version control - Approval and review

Version No.	Approved By	Approval Date	Main Change	Review Period
1	Hayley Furnell	October 2024	Initial policy approved	Annually
1.1	Hayley Furnell	August 2025	Annual review, change from 20 minute alert to 15 minutes	Annually

A handwritten signature in black ink, appearing to read 'H. Furnell', written in a cursive style.

Hayley Furnell, Director,
on behalf of Elmley Dray School

Dated: August 2025

Next review: August 2026