



Missing Child Policy



1	Summary	Missing Child			
2	Responsible person	Margaret Dennis			
3	Accountable SLT member	Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Caroline Knight, Margaret Dennis and Governors			
6	Who has been consulted and recommended policy for approval	Senior Leaders			
7	Approved by and date	September 2024			
8	Version number	4			
9	Available on	Every	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	September 2024			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			



Contents

1. Introduction	3
2. Aim of the policy.....	3
3. Implementation of the policy	3

1. Introduction

- 1.1. Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the offsite procedures and exit/entrance procedures to ensure the security of children is maintained at all times.

2. Aim of the policy

- 2.1. This policy explains the procedure for staff to follow in the event of a missing child both in the nursery/school environment and on any visits/outings.

3. Implementation of the policy

Child going missing on the premises

- 3.1. As soon as it is noticed that a child is missing the keyworker/staff alerts the manager.
- 3.2. The manager will carry out a thorough search of the building and outside area.
- 3.3. If the child is not found the manager will contact the office and inform the Head of School, Deputy Headteacher or Assistant Head.
- 3.4. Parent/carers will be contacted.
- 3.5. The child will be reported missing to the police.
- 3.6. The manager will talk to staff to find out when and where the child was last seen and records this on CPOMS.
- 3.7. OFSTED will be informed.

Child going missing on an outing

- 3.8. If the policies and procedures are being observed it is very unlikely a child will become separated or lost during an outing.
- 3.9. If it is realised that a child is no longer with the group, staff should look carefully all around without leaving the group.
- 3.10. The manager will contact the school, Head of School and parents immediately. Contact numbers should be taken on any visits/outings outside of the nursery/school environment.
- 3.11. The police will be informed and all the children will be returned to the pre-nursery.
- 3.12. At the end of the day the manager will complete an incident report on CPOMS.
- 3.13. OfSTED will be informed.

