




Hunnyhill Primary School

Date of Review	February 2024
Next Review Due	February 2026
Staff Responsibility	Headteacher
Notes / Source	
Signed by Chair of Governors	

Missing or lost child procedure

Aims

The aim of this policy is to set out for staff and parents the procedures that will be followed if a child is lost or goes missing on school premises.

Procedure

As soon as a child is thought to be missing these procedures should be followed:

Inside the building:-

1. Quickly and quietly inform the other adults in the setting.
2. Without compromising the safety of the other children in the setting search the immediate room or area.
3. If the child is not found then one member of staff will inform the School Office using either the in-house phone or by going to the office (without compromising the safety of the other children). The Office staff will log the time of being notified.
4. The Office will alert the Headteacher or most senior member of the School Team on the premises. The Office will ring all classrooms to alert all staff to the missing child as quickly as possible.
5. Staff in all areas of the school will search their own immediate area and report back to the office.
6. Staff not occupied in teaching or that can be spared (without compromising the safety of the other children) will search all other areas inside the buildings and report back to the Office.
7. Whilst the search is on-going the missing child's teacher will write down a description of the child ready for the police. The description should go from head to toe and include as much clothing detail as possible. If available a photograph will be used as well.
8. If the child is found then the time and location of the child being found will be logged and, if possible, the child's account of their missing time.
9. Appropriate care must be given to the child, particularly if the child is from the Foundation Stage as they may be frightened or confused.
10. A review of the Risk Assessment for that area should take place

11. Any amendments to security deemed necessary should be done as soon as possible.
12. This incident should be reported on cpoms.
13. If the child is not found then the Police must be called by the Headteacher or other member of the Senior Management team. The police will want to know:
 - Where you are
 - Next of kin of the child
 - A detailed description of the child
 - When it was first noticed they were missing
 - When they were last seen
 - Circumstances of the disappearance (any trigger, argument etc.)
 - Who is looking for the child at present, where they are and their mobile number.
14. The Headteacher will note any advice the Police may give for the incident log and communicate advice to the search team contact point.
15. Once the police are called then every effort must be made to contact the parents/carers of the child. A separate phone line should be used for this to keep the office phone as a contact point. This should also be done by the Headteacher. Keep calling until contact is made.
16. The search will move to the outside areas (without compromising the safety of the other children) using only staff that can be spared. A leader, previously nominated, is the search team contact point. Their number will be the one given to Police. The search will take place in an organised manner. Staff should carry their mobile phones if available. A member of the Office staff must stay in the Office to act as the school contact point. This member of staff will keep the action log and times.
17. The Headteacher will stay in the Office to meet and inform the parents/carers when they arrive.
18. When the Police arrive they will co-ordinate the search and the Headteacher and staff will co-operate fully with their instructions. Staff should continue to search unless instructed by police to stop.
19. When the child is found its needs and those of its parents will be paramount.
20. After the search there will be a need to meet with staff to reassure them and to take the opportunity to debrief.
21. The log from the Office (kept by the contact point Office member of staff) and the notes from the Headteacher's call to the police will be collated and stored securely in the School Office. Appendix 1.
22. The Headteacher will inform the Chair of the Governing Body.
23. A Risk Assessment review will be carried out for the area the child went missing from and any security improvements put in place as soon as possible.
24. A meeting of staff should be called within 7 days if possible to discuss the procedure and recommend any improvements to the Governing Body.

If a child goes missing from the outside area the same basic procedure should be followed but the outside area is the first area to be searched. Gates and fences should be immediately checked.

MISSING OR LOST CHILD – LOG SHEET

Child's Name	Class
Next of Kin Name	
Teacher's Name	Date

	TIME	ACTION
Reported to Office		
Noticed missing		
Last time seen		
Call to other classes		
Call back from classes		
Buildings search		
Child found?		Yes / No
If Yes , where and when?		
Risk Assessment Review		Attach RA
Actions from Review		
Reported/Shared with staff		

If No , Police called		
Parents/Carers called		
Search Team contact point		Name: Phone No:
Search moved outside		
Police arrived		Name of Senior Officer
Parent(s) arrived		
Child found		Where: By Whom
Debrief		
Ofsted & CoG informed		
Risk Assessment Review		Attach RA
Staff Recommendations		

Signed

Print Name