



Policy for Missing Children 2025-2026

This document is a statement of the aims, principles and strategies for the safety of pupils while in the care of Greenfield School.

PLEASE NOTE:

This policy covers all children within the Prep School, The Pre-Prep and Little School. The following is relevant is also relevant during Clubs and Wrap Around Care.

The safety of 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. We aim to promote a positive attitude towards Staying Safe to all pupils and staff.

Responsibilities

It is the Head's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities and what is expected and the procedures to follow and to ensure that the policy is reviewed on an annual basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance.

It is the responsibility of parents to ensure they provide correct and updated contact information on the 'Pupil Information Form' basis and know the procedures for handover of their child at the beginning and end of sessions.

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.

Prevention:

All children are supervised at all times, whether in the classrooms, the courtyard or hall before school starts, during break time, lunch times, PE lessons, after school clubs, wrap around care and holiday clubs. At the end of the school day or after school activities, the children are only allowed to leave the school premises if their parent or an adult approved by their parents has come to collect them.

There is a perimeter fence around our site.

Children are only allowed to leave the school premises alone if permission has been given by the parent.

When a child is collected from school during the school day, whether due to illness or a pre-arranged appointment, they must **ALWAYS** be collected from the Reception Desk so that they may be signed out to record the fact that they are no longer on the premises. This is except for Fledglings and Owls children who will be collected from the Little School Entrance and signed out on the Connect register. Pupils are not allowed to leave the school premises on their own during the course of the school day.

Any visitors to the school, including parents, may only enter and leave the building via the Main Entrance where they must sign in and out and wear a visitors badge and appropriate lanyard at all times while on the premises. They must not be left unsupervised with children at any time if they are on a red lanyard and do not have the relevant DBS check.

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:

The member of staff who has noticed the missing child will calmly inform the nearest member of staff.

They will ring the Reception desk immediately to check whether the child has another commitment e.g. music lesson, play rehearsal, School trip, external appointment etc and inform them of the situation.

One member of staff will promptly, but calmly round up the children. The Head will be informed.

Staff will count and name check all the pupils present against the register and sensitively question the children about the missing child.

The fire alarm will ring and fire drill will commence. Allowing all children to be registered. The members of staff that are aware will inform all other available staff, who will conduct a thorough search of the premises – indoors and out and notify the Head if the child is found.

A thorough check of all exits to 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 Head immediately.

The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils in the school must be adequately maintained while the search continues. This will be managed by the Senior Leadership Team.

If the child has not been found after 10 minutes, from the initial report of them as missing, then parents must be notified. The Head or next most senior member of staff on site will decide at which point the police need to be contacted.

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.

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

- Visit leader must ensure safety of remaining pupils
- Remaining pupils must be supervised
- One or more adults should immediately start searching for the child
- The venue / centre staff should be informed immediately
- Visit leader should contact school to alert them at which point the Head will be informed
- If the child is not found within 10 minutes Visit Leader must contact police by phoning 999
- Visit leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which procedures above to be followed

If a child insists on leaving the premises:

If a child insists on leaving the premises with the knowledge of the Staff, reasonable force to keep the child on the School premises should be used and parents will be contacted immediately (see separate Restraint Policy).

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A written record of any incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record.

Signed:  _____

Chair of the Board of Governors

Dates reviewed: October 2025

Next review date: September 2026