

Missing Child Policy Whole School & EYFS



Reviewed and updated by: Miss L McConville and Mrs A Barber

ISSR Regulations: Part 3

Approval: Full Governor Board

Last Review: August 2025

Next Review: August 2026

This policy will be amended before the review date if necessary.

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.

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, 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 always read the policy and act according to its guidance. 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.

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 pupil – PREP and EYFS

Start of the day

- 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.
- Clear procedures for welcoming pupils into the Morning At The Edge Club and School.
- Pupils enter into the Prep School entrance area where they either attend Morning At The Edge Club facilities if before 8.00am or wait on the Prep playground with SLT/Prep Receptionist between 8am and 8.20am. At 8.20am, Prep class teachers come out to the playground to collect their classes.
- Pupils arriving after 8.25am make their own way to their classrooms, where they will be greeted by their class teacher. They will be supervised upon entry to the school by the Prep Receptionist.
- Reception pupils are brought to the playground by parents and are met by the Reception teacher at 8:20am. They are then escorted to their classrooms by the staff.
- Nursery and Pre-School parents take their daughters directly into the classrooms from 8:00am, where the Early Years Practitioners will greet them.
- Doors closed at 8.40am.

- Gates are always locked with the exception of the main entrance gates, which are locked at 9.00am Monday to Thursday and at 9.25am on Fridays. They are re- opened between 2.30 and 3.00pm each afternoon.

During lesson time

- Staff register their classes promptly and accurately – mornings and afternoons.
- Specialist teachers use iSAMS at the start of the lesson to manually check which pupils are present in school that day.
- When pupils have a specialist lesson in a room that is not their form classroom, teachers hand over care and ensure supervision until the next teacher is present.
- If pupils leave the security of the classroom to work in other parts of the school, teachers ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.
- Pupils in Key Stage One move round the Prep school in pairs and never in isolation. They will be supervised by an adult if moving outside of the Prep School area.
- Updated contact information for parents and carers is sought and maintained.
- External class doors leading to outside areas are locked at playtime and lunch time or when staff are out of the classroom for an extended period.

Play time

- Duty staff meet children at a designated spot before escorting them onto the playground.
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside.
- Staff patrol areas in playground.
- Exit/entry doors are closed behind the last member of staff as they come off the playground.
- We have an appropriate staff/pupil ratio for play time. Nursery and Pre-School girls using outdoor activities are supervised by staff at all times.

Lunch time

- As above.
- Members of staff on lunch duty (rota system).

Home time

- Gates opened at 3.00pm to allow access for parents.
- Pupils in Reception, Nursery and Pre-School (if on School Day hours) are collected by their parents from the playground and this is monitored by the class teacher and Early Years Practitioners.
- Staff take pupils to the playground and ensure that all pupils are collected by the appropriate adult.
- Pupils (Years 1-2) are taken to the turning circle for 3.15pm and wait with class teacher to be collected by parent.
- Pupils (Years 3-6) are taken to the turning circle between 3.20 and 3.30pm and wait with class teacher to be collected by parent.
- After ten minutes, staff escort any pupils who are left to Fun At The Edge (after school provision) to be supervised.
- The class teacher will then go to the Prep school secretary to contact parents and check any changes to end of day arrangements.
- With written permission from parents, Year 6 girls may leave school unaccompanied.

Holding Clubs

- We have a siblings holding club (Sisters' Club) as part of Fun At The Edge for girls who are going to be picked up by their older sisters.

Fun At The Edge (FATE) Club

- Girls in Key Stage 1 attending FATE will be supervised by a member of staff until 3.15pm when they will be taken to the club.
- Girls from Years 3-6 are allowed to walk to the club with at least one accompanying pupil.

Visits

- Thorough risk assessments and adequate staff/pupil ratios (see Educational Visits/Trips Policy) are provided when pupils leave the school premises.
- Adequate communication contact and a list of pupils/groups to be taken on visits out of school.
- Mobile phones taken on every visit and mobile contact numbers left at school.

After School Clubs

- Register of pupils with contact numbers and details of how the pupils are to go home and who with are provided for the Club organiser. If any girls are not collected within ten minutes of the club finishing, they are to be taken to Fun At The Edge.

Procedures aimed at reducing risk of a missing pupil – SENIORS

Start of the day

- Girls may be dropped off at school from 8am. If they are dropped off before this time, they must sit in Reception until the Reception staff come in. A member of SLT is on site from 7:30am.
- The front of school gates are locked at 9.00am Monday to Thursday and at 9.25am on Fridays. They are re-opened between 2.30 and 3.00pm each afternoon.

Break and lunch time

- External gates are locked.
- Staff on duty walk around the school as well as monitoring the Hub (area for dining), locker rooms and form rooms. VI Form also assist in lunch duty.
- SLT are allocated a duty day and are accessible via walkie talkie.

Home time

- Pupils may leave once the bell sounds at 3:45pm and the staff have dismissed them.
- A member of the Year Team or SLT is on duty at the end of the day to see the girls leave. Staff are visible on the turning circle as well as the bus collection point (Wilmslow Road).
- If a school bus is late, pupils return to school to wait in Homework Club and the Reception Team contact the bus company and parents, as necessary.

Visits

- Thorough risk assessments and adequate staff/pupil ratios (see policy for Educational Visits/Trips Policy) are provided when pupils leave the school premises.
- All documentation is taken on the school visit by the Group Leader and mobile phones are taken on every visit with mobile contact numbers left at school.

After School Clubs

- Register of pupils is taken by the staff running the club.
- The staff wait with the pupils until all are collected or they are taken to Homework Club (available until 5:45pm).



Prep School and EYFS (Term Time, School Hours) Missing Pupil Procedure

If a pupil is missing from your class, the following procedure should be followed:

1. Send two girls to the Prep Secretary with red 'Assistance Required' card asking for them to attend the classroom. (If the Prep Secretary is unavailable then they are to go to the Head of Prep Office). If in EYFS, an adult is to complete this step.
2. Class teacher to provide Prep Secretary with the girl's name and how long she has been missing.
3. Prep Secretary to inform Head of Prep who will commence search and report back when pupil is located and back in class. Prep Secretary to remain in office by phone and radio. In the event of the Head of Prep being unavailable, a member of Senior School SLT will be informed.

If pupil is not located within the Prep School area, then search is to be escalated to Senior School Missing Pupil Procedure below.

EYFS Missing Pupil Procedure (School Holidays and after 4pm)

During school holidays and after 4pm during the term, staff will undertake periodic head counts in addition to the registration procedure.

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:

- As soon as it is noticed that a child is missing, the key person will alert the Nursery Manager, or staff member in charge, who must establish who last saw the missing child, where and when.
- The remaining children will be gathered into one large group, with one/two adults, leaving the remaining adults to conduct a thorough search of Nursery, Pre-School and outdoor areas.
- Ensure all adults are aware of the situation.
- A register will be taken to make sure that no other children have gone astray and the children will be asked if they have seen the child that is missing.
- Staff will seek the cooperation of other colleagues in the building, making use of the Prep Office Walkie Talkie
- The Nursery Manager/ staff member in charge will carry out an investigation into the incident after the child has been found.

If the child has not been found after a thorough search, then parents should be notified by the most senior member of staff left in school. This would be approximately 10 minutes after initial concerns are voiced that a child is missing, giving sufficient time for searches and CCTV observation to take

place. The Headteacher or next most senior member of staff on site will decide at which point the police need to be contacted.

When contacting parents or carers, please ask them to bring with them a recent photo of their child.

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.

The Head should inform the Chair of Governors that a child is missing.

Senior School Missing Pupil Procedure

If a pupil is reported as missing from lesson, the following procedure should be followed:

1. An **email sent by the class teacher to the Front Desk and SLT** on duty detailing the pupil's name, class they are missing from and time they went missing.
2. Front Desk staff to check if the pupil is scheduled to be in a Music lesson or in the Wellbeing Hub. First Aid will also be checked (and if found email the class teacher).
3. If they are not, an **alert should be raised by both email and radio** with the pupils name, year and class they were missing from. The email should be sent to +missingpupil along with a photograph of the pupil off iSAMS. A member of each team confirm they have received the message. If a team do not respond, other teams taken on their search area to ensure all of school is searched as soon as is practically possible. One member from each department should then search their designated area and report back via the radio.
4. A **Teams message should also be sent by the Front Office to the missing pupil** in the event she can confirm where she is.
5. When the pupil is found, they are brought to Reception for the SLT on duty to address the issue.

If the pupil is still not found, the next steps to the Missing Child Policy (Whole School) will be followed.

Department	Designated Area
Front office	Conference Room; Language & English; Library, ICT rooms, Science Geography/History; Year 9 toilets
Finance Team	Wellbeing Hub; Music rooms, VI Form toilets
LEC Team	LEC
IT Team	VI Form common room; DT & Art
Secretarial Team	Maths, Y7 toilets; Y7 & Y8 locker rooms; Prep Gym; Y11 toilets/ changing rooms; Hub; UVI Coffee Lounge, VI Form Toilet, Drama
HR/ Events Team	Millennium Hall; RS, Business; Psychology, Y8 & Y10 changing rooms/toilets

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.

If the child has not been found after a thorough search, then parents should be notified by the most senior member of staff left in school. The Head teacher or next most senior member of staff on site will decide at which point the police need to be contacted. This would be approximately 10 minutes after initial concerns are voiced that a child is missing, giving sufficient time for searches and CCTV observation to take place. When contacting parents or carers please ask them to bring with them a recent photo of their child.

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.

The Head should inform the Chair of Governors that a child is missing.

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. At least two staff must stay with them.
- One or more adults should immediately start searching for the child.
- Visit Leader should contact school to alert them, ensuring that the Deputy Head (Prep School) and the Headmistress are informed.
- If the child is not found within five minutes, Visit Leader must contact police by phoning 999.
- Visit leader should alert school that the police have been contacted and school will make arrangement to notify parents, after which procedures above to be followed.

If a pupil has told their parent(s) that they are attending a club and they do not attend it, the school will follow the same procedures to help find the missing child.

If applicable, the Home Office will be informed of any sponsored student going missing within 24 hours of reporting the absence to the police.

To be used in conjunction with the Crisis Policy.