



## **MISSING CHILD POLICY**

### **Occasions When A Child May Go Missing**

1. Walking from school to the setting a child may:
  - Run away from the group
  - Not join the line and be left at school
2. From an outdoor session, e.g:
  - During games on the field
  - Any other outdoor lesson
  - Between lessons when moving to the Sports Hall or Food Technology room
3. Other times, e.g:
  - Start and finish of day
  - When trying to run out of the building to abscond

### **Information For Parents**

The enhanced supervisory arrangements for walking and risk assessments for travelling to our wraparound hub are set out in our risk assessments documents and can be provided to parents on request. We review these regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of young children.

Actions To Be Followed By Staff If A Child Goes Missing From setting or on walk back

This is designed to ensure that a child is returned to supervision as safely and promptly as possible. There should always remain a focus on calm collaborative communication that allows all other children in the setting to remain calm and undisturbed by the event. In an instance whereby a child is found to be missing, the person who notes the missing child would

- Immediately contact and tell either the room leader or a qualified member of staff on walk or on site, stating the following:
  - Name of the child (or description if name is not known);
  - What the child was last seen doing and where;
  - How long since they saw the child.

They should then help with the search as directed.

The Manager room lead or Qualified member shall:

- Search of the immediate area
- Conduct a register to ensure all other children are safe and present
- Inform the Manager, DSL and or Ops team.
- Calmly ask the children and staff where they last saw the child

Arrange all other children in a room (or rooms where staff numbers allow) keep calm by reading to them creating an activity whilst adhering to 1-2-1s and adequate ratio. Keeping the designated children with another group if needed.

Arrange for one or more adults to search everywhere within the premises, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide, and outside areas.

Check the doors, gates and CCTV records for signs of entry/exit

If the child is still missing, the following steps would be taken by the Manager:

- Inform SLT -Ops manager and Ops Admin, DSL.
- The Manager will ring the child's parents notifying them of steps taken, what has happened and what they are doing to try and locate the child. Request they attend the setting at once.
- If parents are home, ask if the child has returned home.
- If the child is not at home then the police will be contacted by the DSL or Deputy DSL
- The Manager would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSL or Deputy DSL would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- If the child is injured a report would be made under RIDDOR to the HSE

<https://notifications.hse.gov.uk/riddorforms/Injury>

### **Actions To Be Taken If A Child Is Seen Running Off Premises**

Any member of staff seeing a child leaving the premises either unaccompanied or accompanied by a person they do not recognise should send a message to the Manager or another member of staff whilst ensuring that they do not lose sight of the child.

Staff should use discretion to decide whether or not it is appropriate to follow the child off premises. They must always consider their responsibility in supervising the other children within their care.

### **Actions To Be Followed By Staff If A Child Goes Missing On An Outing Including Walking To or Back From School.**

A head count to be executed to ensure all other children are present

One staff member to search the immediate vicinity

The remaining children would be taken back to hub

Inform Manager and the DSL or Deputy DSL by mobile phone

Manager to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue or the school (as appropriate) at once

Contact the Police

The DSL or Deputy DSL would inform the Local Children Safeguarding Board

360 would cooperate fully with any Police investigation and any safeguarding investigation by Social Care

If the child is injured a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

#### **Actions To Be Followed By Staff Once The Child Is Found**

Talk to, comfort and take care of the child ensuring they are as settled as possible.

Underlining the importance of not absconding the setting to the other children and how dangerous it can be, enforcing the rules to help them to understand this behavior is unacceptable.

Manager will speak to the parents to discuss events and give an account of the incident

Manager will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)

The investigation should involve all concerned providing written statements

The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone including learning lessons for the future.

#### **Radicalisation Concerns**

If a child is absent from school and a member of staff has reason to believe there might be a danger of radicalisation taking place this should be reported immediately to the DSL.

Similarly, if a child is removed hurriedly from the school premises by a parent / family friend / relative.

Policy Amended by Jemma Davis December 2025

Review date : January 2026 with review by wider team (adjustments to be implemented)