



## Missing Child Policy:

The following policy applies to all areas of school activity, including that of the Early Years, which occurs both on and off the school premises.

The priority of the school is to keep all children safe and secure whether on school property or in our charge off site. We take all reasonable precautions to ensure the safety of the children at all times. To minimise the risk of missing children staff will carry out periodic head counts, particularly when transporting children between locations (eg walking from the school to an activity off-site). If a child cannot be located, the following steps will be taken:

- The member of staff who noticed that the child was missing will notify the Principal, or in her absence the most senior member of staff
- All staff will be informed that the child is missing
- A thorough search of the buildings and their immediate environments will be carried out by all remaining available staff.
- All doors and gates will be checked to see if there has been a breach of security
- All registers will be checked to ensure that the child has not already been collected and that no other children are missing.
- After 10 minutes the police will be informed. The Principal will then contact the child's parents or carers.
- Staff will continue to search for the child whilst waiting for the police and parents to arrive.
- The manager will liaise with the police and the child's parent or carer.

The incident will be recorded in the Incident Log. A review will be conducted regarding this and any other related incidents along with relevant policies and procedures. We will identify and implement any changes as necessary. If the police or Social Care were involved in the incident, we will also inform Ofsted.

Useful numbers Police: 999  
MASH: 0121 303 1888

Produced January 2025

To be reviewed January 2026 or as regulations change