



Glendower Preparatory School

Missing Child Policy

2025-2026

Reviewed: September 2025
Next Review: September 2026

MISSING CHILD POLICY

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Staff responsible: Ms C Boyd, Head

In consultation with: Mrs K Ehilebo, Deputy Head Pastoral

This policy should be read in conjunction with the Safeguarding Children Policy.

This policy also provides for those children in EYFS.

INTRODUCTION

The welfare of all our children at Glendower School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that she is in our care.

Our "Educational Visits for EYFS Children" policy, available on our website, details enhanced supervision for outings with young children. This and our Educational Visits Policy are available upon request. We regularly review these policies to ensure they remain effective. All new staff undergo thorough induction on the importance of supervising young children.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child were found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Immediately inform the Head, Designated Safeguarding Lead (DSL) and all members of the SLT
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all the other children in their classroom(s) by continuing as normal
- At the same time, arrange for one or more adults to search everywhere within the school building, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors, gates and CCTV for signs of entry/exit

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

- If the Head feels it is appropriate, the decision could be taken to sound the fire alarm to assemble all children, in case the child is somewhere that has not been searched. (Do not alert children to the fact that the child is missing so as not to cause alarm.)

If the child is still missing, the following steps should immediately be taken:

- Ask the Head 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 school at once
- The DSL/Headmistress would notify the Police
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with her
- The DSL would inform the Local Children's Safeguarding Board

- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Services
- Inform the Chair of Governors
- IAPS would be informed
- The Insurers would be informed
- If the child is injured, a report would be made to the HSE under RIDDOR guidelines

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 IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- Contact the venue Manager and arrange a search
- The remaining children would be taken back to school
- Inform a member of the SLT and the Designated Safeguarding Lead by school mobile phone
- The Head will ring the child's parents and explain what has happened, and what steps have been set in motion - ask them to come to the school at once
- Contact the Police
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- IAPS would be informed
- The Insurers would be informed
- 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, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will oversee a full investigation (if appropriate involving Social Services/Local Children's Safeguarding Board)
- Media queries should be referred to the Head
- 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 she appeared to have gone missing, lessons for the future.