

Emmaville Primary School

Lost or Missing Child Policy

2026-2027





Together we grow



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 Headteacher's responsibility to ensure that all relevant members of staff are aware of this policy. All members of staff are aware of their responsibilities, what is expected and the correct procedures to follow. It is also the Headteacher's responsibility to ensure that this policy is reviewed on a regular 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 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 that 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

Start and end 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
- All absences will be reported to the School Office
- The school operates a First Day Response system
- Clear procedures for welcoming pupils into the breakfast club. Drop-off and collection for Breakfast club for pupils in KS1 is the rear gate to school - this gate will be open from 7:30am; drop-off and collection for Breakfast Club for pupils in KS2 is via the front yard and the Hall doors

- We have clear procedures for welcoming and dismissing pupils into school, ensuring that they are safe at all times. In KS1, the following arrangements are in place:
- Reception pupils - 9am - 3.30pm enter through the Reception gate and line up in front of their classroom door.
- Year 1 pupils - 8.45am - 3.15pm to line up and be greeted by their teacher in the morning, and at the end of the school day, parents will stand behind the line of cones set out and wait for their child to be sent to them.
- Year 2 pupils - 8.55am - 3.25pm to line up as for Year 1 pupils.
- Year 3 pupils - 8.45am - 3.15pm to enter the rear yard gate to the park and line up on the playground, to be greeted by their teacher, and at the end of the day, to be escorted to the gate and be dismissed individually by their teacher.
- Year 4 pupils - 8.55am - 3.25pm as for Year 3 children.
- Year 5 pupils - 8.45am - 3.15pm as for Year 3 children.
- Year 6 pupils - 8.55am - 3.25pm as for Year 3 children.
- Entrance gates to school will be locked at 9.00am

During the school day:

- Staff mark registers promptly and accurately - morning and afternoon
- Blinds in the classroom are fully drawn up to ensure clear sight of pupils at all times when they are working outside
- All staff must ensure that the external gates to any outside area are locked when pupils are playing outside
- If pupils leave the classroom to work in other parts of the school ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom
- Updated contact information for parents and carers is sought and maintained

Play time:

- Pupils escorted to the external doors by staff
- Staff on playground before pupils come onto the playground
- Staff patrol playground
- Exit/ entry doors are closed behind the last member of staff as they come off the playground.

Dinner time:

- As above with lunchtime supervisors and teaching assistants responsible for security of children
- A member of the Senior Leadership Team will be available at lunch time

Home time:

- After 5 minutes, pupils who have not been collected will be taken to the relevant After School Club, and an administrator who will make contact with parent/carer
- Children who will be attending After School Club, will be collected by a member of staff from their classrooms and escorted to the appropriate room
- Children should be collected from KS1 After School Club via the door on the right nearest to the park fence, and at the Hall door for the KS2 After School Club. To safeguard our pupils, no children or parents are permitted to enter the main school building from any entrance points.
- The entrance gate at the back of school will remain open until 6.05pm in order to allow for the collection of children from the After School Club
- Any children who attend an Extra Curricular Club at the end of the school day, should be collected from the front entrance of school

Visits:

- Thorough risk assessments and adequate staff/pupil ratios 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

Moving between the main building and the hall:

- All areas of the school building are secure and in order to gain access between areas, a fob or office button must be used

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:

- Member of staff who has noticed the missing child will calmly inform the nearest member of the Senior Leadership Team
- Staff will count and check that all of the pupils are present against the register while the group are assembled in one place. **AT THE SAME TIME**, all other available staff will conduct a thorough search of the premises and notify the Senior Leadership Team if the child has been found
- A thorough check of all exits to be made, in order to make sure all gates/doors were secure and that there are no other ways a pupil could have left the school. If something is discovered this needs to be immediately drawn to the attention of the Senior Leadership Team
- If the child has not been found by the time the register check is completed the Senior Leadership member will notify the Head teacher or next most senior member of staff
- Staff will begin a search of the area 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
- **If the child has not been found after 10 minutes from the initial report of them as missing, then parents should be notified. 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 photograph 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

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 2 staff must stay with them
- One or more adults should immediately start searching for the child
- Visit leader should contact school to alert them
- If the child is not found within 5 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 we all endeavour to follow these procedures then we can ensure the safety and wellbeing of all of our pupils.

Thank you