



Missing Child Policy

Also applicable to the EYFS

Yateley Manor School

September 2024

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Policy Statement

This policy applies to all pupils at Yateley Manor School, including those in EYFS.

It is the school's policy to take sufficient precautions to prevent a child from becoming missing. These include keeping a register of all children present in the premises or going on an off-site trip, keeping all the children under proper supervision at all times, keeping the outside doors and gates to the premises closed at all times, allowing only staff, parents and other authorised persons into the premises, handing a child over only to their parents or to a person appointed by them.

The school employs a number of systems to minimise the risk of a child going missing:

- Registers – taken AM and PM
- Members of staff in Forms/lessons – must make themselves aware of attendance
- Security of the school:
 - Reception is manned at all times to monitor persons coming into school premises
 - Side-gate is coded
 - Little Lodge, Manor Barn and Manor Court doors are only open at specific times of the day and are always supervised by a member of staff.
- Children will only be released to the parent/carer. They will be released to other known adults with permission from the parent
- Toilet breaks – permission must be requested from teacher; children to use the nearest toilets
- Dismissal procedure – all classes/pupils are dismissed by a member of staff
- Nursery children must always be accompanied by an adult
- After School Clubs - a register is taken at the beginning of each club; each child is then handed over to parent/carer.

This policy is to be read in conjunction with:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Education Visits Policy

Procedure

In the event that a pupil does become missing, the following should be carried out. These may need to be modified to suit the particular incident, e.g. whether at school or on an off-site trip, and taking into consideration the specific needs of the missing child.

Any member of staff who discovers a pupil absent from their lesson or activity must:

- The person who first realises that a pupil is missing should report this to the School Receptionist, who will inform all members of the Senior Leadership Team (SLT).
- All relevant staff should be made aware as soon as possible.

- A search should begin immediately. The search party should consist of staff who know the pupil.
- It is important to establish quickly where the pupil was last seen and any circumstances which may have led to the departure.
- The search will be coordinated by a member of the SLT, who will be accessible by mobile phone. They will assign areas to the searchers, and they will report the progress to them, by mobile phone. The Receptionist will remain in the School Office.
- If the pupil is not found quickly, more adults should join the search and the pupil's parents/guardian should be informed by a member of SLT.
- The Headteacher will decide at what point the pupil's parents should be informed, but this will be early on in the search.
- While the search is still going on, the search party will establish if there is any information from pupils and/or staff that will help to locate the pupil. Any possible lead established through this process will be communicated to the searchers.
- It is important to establish a calm and organised approach and as far as possible, for the school to carry on as normal.
- If the pupil has not been found within 15 minutes, the Police will be informed.
- SLT will keep a written record of the action and any possible reasons for the disappearance.
- Once the pupil is found, a detailed follow-up of the incident needs to be carried out and recorded. As far as possible, the circumstances which may have led to the disappearance should be scrutinised. Any factors which are deemed to have contributed to the child's disappearance need to be looked at carefully and steps should be taken to reduce the risk of the child (or another child) going missing.