Anstey Junior School

Missing Child Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
September 2026	FGB	September 2027	Yes	No

Headteacher: Mrs Emma Humphrey

OVERVIEW
Children should never be allowed to leave the premises during school time without the head teacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the head teacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

OBJECTIVES
•To locate any missing child quickly.
•To ensure that all children are kept safely on the school premises during school hours unless they have the head teacher's permission to leave.
•To ensure that children who leave school during the school day only do so with the head teacher's or teacher's permission and that they are accompanied by an authorised adult.
•To ensure that the building, grounds and play areas are safe and secure during school hours.
•To ensure that teachers and staff keep children under proper supervision at all times.
•To ensure that if a child 'goes missing' during the school day, they are located quickly and returned safely to the school.

STRATEGIES
•If a child cannot be found by their teacher, the head teacher must be notified immediately and told when and where the child was last seen. Time is of the essence and prompt actions must be taken by all.
•The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
•If the child is not found within a short period of time (within 10 minutes), the parents and police must be called by the head teacher or staff member.
•Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school. If the child has gone missing at the end of the school day members of staff may take the most appropriate route home to look for the child. They would also enquire whether the child is likely to have gone to a relative or friends house and explore these routes as well.
•If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults.
An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the head teacher notified.
•As soon as possible, the parents will be notified that their child is missing.
•The LA will be notified by the head teacher that a child is missing.
•If a member of staff finds the child the head teacher must be told at once. Parents, police and other authorities will be notified.
•The head teacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

Children who run
If a child runs away from school and is in the eye line of adults. The adult should call after the child or try and talk to the child to try and get them to come back.

Under no circumstances should a member of staff physically restrain or grab the child, unless the child is in immediate danger of hurting themselves or putting themselves in a dangerous situation e.g. running onto the road. Please see physical intervention policy.

A member of staff should never put themselves at risk in the process and should not attempt to intervene without assistance unless it is an obvious emergency. Under no circumstances should a member of staff chase the child as this can cause them to run into roads or make other dangerous decisions. A member of school staff should ring the police, inform the head teacher and ring parents as soon as a child runs out of school. A member of staff should follow the child at a distance. They should have a mobile phone with them so that they can keep school updated so that police or parents can come to the child.

OUTCOMES

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Extended school

This policy applies to the extended school as this is still part of the school day for children who have been booked into a club i.e. themed activity club and early morning calm club.

If a child does not arrive at the club, the leader must inform the school office who will contact parents and put into place this policy if the child cannot be found.

If a child leaves the extended school without permission, this policy must be put into place.