



Procedure for Child Going Missing

The care, well-being and safety of children is crucial at Finchale Primary School. We believe that children should be treated with respect and dignity at all times. At Finchale, children are supervised at all times, whether in the classrooms before school starts, during break time, meal times, PE or during after-school clubs.

Prevention

Every effort is made to ensure the safety of the pupils whilst they are in the school's care. To prevent a child going missing all children are registered twice a day, at the start of the school day and after lunch. The completed registers are returned to the School Office so that they can follow up any absences and call parents. The school provides a secure site with the gates locked by 9.05am and which remain locked until 3.20pm. People cannot exit the main entrance without help from the main office unless they have a secure pass. In the event of a fire, electronic systems are over-ridden.

Trips

When there is a trip off the school premises then it is the responsibility of the staff taking the trip to ensure that a regular register is taken or head count made, this will depend on the nature of the trip, the mode of transport used and the location of the trip.

Collection at the End of the Day

Not all children need to be collected at the end of the day, but staff should be aware of when pupils are allowed to go home on their own. Children are only allowed to be collected by approved adults – that is adults who are recognised as having responsibility for that child. This may be a parent/carer, relative or a child-minder.

Children Collected During the School Day

When a child is collected from school during the school day whether due to illness or a pre-arranged appointment, they must ALWAYS be collected from the School Office so that a note may be made in the register to record the fact that they are no longer on the premises. Pupils are never allowed to leave the school premises on their own during the course of the school day. Parents who come to school during the school day or after the day has ended are requested to report to the School Office.

Breaktimes

It is the responsibility of the member of staff on duty whether teaching or supervising playtime to ensure that the children remain safe. As mentioned previously, the school has a secure site.

Visitors

Any visitors to the School are required to fill in the visitor log when arriving and leaving and must not approach children unsupervised.

Missing Child Procedure:

If a child is seen to be leaving the school premises without consent then:

- A member of staff should try to speak to them if this is deemed appropriate
- Parents should be informed
- A member of staff may follow the child, keeping them in sight if possible to ensure their safety.
This will not involve staff chasing a child in any circumstance.
- Police should be informed if the safety and well-being of the child is deemed to be at risk.

If it is noted that a child is not where they should be or are thought to be missing from the School premises:

- The teacher in charge will call the register to establish which child is missing.
- The teacher will check with the School Office immediately to see whether the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment etc.
- The Head Teacher or most senior member of staff available will be informed.
(please note, the above events may occur simultaneously)

When informed that a child is missing, the Head Teacher and/or senior staff will:

- Recheck that the child has not been collected to attend an appointment etc.
- Speak to pupils/staff to establish when and where the child was last seen
- Speak to the friends/other pupils to determine whether there may be any reason for the child disappearing
- Organise a search of the building and grounds
- Check if the child has returned home
- One member of staff will drive round the immediate area of the school to see if the child can be seen

All the above actions, which may occur simultaneously, should not take more than 12 minutes maximum from the first moment the child has been identified as missing.

If the child is still missing, the Head Teacher/most senior member of staff should:

- Contact the parents/carers to inform them that their child is missing
- Contact the police if the child is still missing with full details to hand of child's full name, address, date of birth and details of recent events.

This should happen within 15 minutes of the child going missing.

A written record of the incident and any action taken should be made as soon after the incident as practicable and placed in the pupil's confidential record. This record should be made available to the police if this point has been reached to supplement their own records.

There is a separate procedure and policy in place for children lost whilst on residential visits.

Signed: 

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