



Holly Park School Missing Child Policy

RATIONALE

- To ensure that in the event of a child going missing from the school premises, or while on an outing we will work quickly in order to achieve a positive outcome.

AIMS

- To quickly relocate the child.
- To inform the parents/carers and police at the appropriate juncture.
- To investigate any breaches of security to ascertain how the child came to go missing to ensure that it cannot happen again.
- To record fully the incident and inform all relevant bodies and action measures to prevent this reoccurring (review the Risk Assessment)

Links to the UN Rights of the Child

Article 3

The best interests of the child must be a top priority in all things that affect children.

Article 19

Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.

PROCEDURE IF A CHILD GOES MISSING FROM THE SCHOOL PREMISES

- If a child is missing the person in charge will conduct a thorough search of the buildings and grounds. If this is after school - all clubs will be checked.
- The register will be checked to ensure that no other child has also gone missing with them.
- Doors and gates are checked to ascertain whether a child could have left, and by which route.
- CCTV is checked
- Person in charge talks to relevant staff members to ascertain what happened.
- Parents, child minders and anyone who might normally collect the child at the end of the day are contacted
- If the child is not found the parents/carers are contacted and the missing child is reported to the police.

PROCEDURE IF A CHILD DELIBERATELY RUNS OUT OF SCHOOL

- If they are missing and there is no idea which direction they have gone in then contact the local support police to say they have left the school.
- If not: someone should follow, keeping them within sight but taking care not to chase them or get too close in case they run into a road etc.
- Ensure the adult has a mobile phone (with permission given by the Headteacher) so they can keep the school updated.
- If they stop the adult should stop and remain relaxed which may encourage the child to come to the adult.

- If there is no sense of the child returning etc. Then consider calling the parent or the police
- However it is resolved the child must return to school that day to discuss what happened, dangers and a plan put in place.

PROCEDURE IF A CHILD GOES MISSING WHILE ON A SCHOOL OUTING

- Where the parent has not attended the outing and therefore the School has responsibility for the child's wellbeing and safety.
- If a child is reported as missing the person in charge of the outing is to ask all children to stand with their designated adult while a headcount is conducted. Once all other children are accounted for one staff member searches the immediate vicinity.
- The Head Teacher is informed, if they are not on the outing, in order for them to be the point of contact for the police, parents/carers and staff.
- The Head Teacher contacts the child's parents/carers to inform them of the incident and arrange to meet them either at the venue of the outing or back at the school.
- The Head Teacher contacts the police and reports the child missing.
- In an indoor venue the person in charge is to contact the venue's security who will help search for the child and directly contact the police if the child cannot be found.
- Staff take remaining children back to the School premises.
- The Head Teacher contacts the Chair of Governors.

INVESTIGATION INTO CAUSE OF INCIDENT

- The Head is to conduct a full written investigation in to how the breach of security occurred by taking written statements from all staff who were present on the outing. This is reported to the Chair of Governors.
- The person in charge of the outing is to write an incident report outlining:
 - Date and time of report
 - Date and time of incident
 - Staff/children on the outing
 - Time child was last seen/estimated time of disappearance
 - Procedure followed after alarm was raised
 - A conclusion is drawn by referring to both the investigation and the person in charge's incident report as to how the breach of security happened.
- If the incident warrants a police investigation all staff members are to co-operate fully.
- Where the police conduct an investigation, all aspects of staff statements are conducted by the police.
- The incident is reported in the incident book in line with RIDDOR arrangements and kept in the filing cabinet in the main office.
- Ofsted are informed in line with the statutory requirements of the Early Years Foundation Stage.
- The insurance company is contacted and informed of the incident.

This policy will be reviewed biannually

Document Control

Revision History

Version	Revision Date	Revised By	Revision
1.0	Summer 2015	S&PW Committee	Amended, adopted & ratified
1.1	Summer 2016	S&PW Committee	Amended, adopted & ratified
1.2	Summer 2017	S&PW Committee	Amended & ratified

1.3	Summer 2018	S&PW Committee	Amended & ratified
1.4	Summer 2019	S&PW Committee	Amended & ratified
1.5	Summer 2020	S&PW Committee	Amended & ratified
1.6	Summer 2021	S&PW Committee	Amended & ratified
1.7	Summer 2022	S&PW Committee	Amended & ratified
1.8	Summer 2023	S&PW Committee	Amended & ratified
1.9	Summer 2025	S&PW Committee	Amended & ratified

Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		July 2025
Chair of Governors	Clare Hegarty		July 2025

Distribution

Shared with
• Staff via school server • Parents via Website • Governors via committee meetings

Date for next review
Summer 2027