



<https://goo.gl/vGvA5e>

In the event a child is missing while in the care of the EYFS, Holiday Club\*, and Main School, the provision will implement procedures in compliance with the current standards in England. These procedures will ensure a systematic approach to locating the child, taking into account the level of risk involved.

### Aim

In the event that a child is missing, our priority is to initiate a search for the child immediately, notify parents and authorities at the appropriate stage, and maintain a high level of care for the other children while following the necessary procedures.

### Procedures

**Confirmation of Attendance:** We will promptly check the attendance register to verify the child's presence in the provision.

**Initial Search:** The designated staff member, known as the form teacher during term time and the group leader during the Holiday Club period, will initiate an immediate search of all rooms, cupboards, and areas within the provision to locate the missing child. They will also inform the Head of Department/Holiday Club Leader of the situation.

**Comprehensive Search:** The initial search will cover all areas of the School and the surrounding premises. The staff member conducting the search will report back to the form teacher or group leader and the Head of Department with their findings as quickly as possible.

**Gathering Information:** While the initial search is underway, the Head of Department will gather information from all adults in the School to establish the child's last sighting, the time, the child's clothing description, and their emotional state (happy, upset, etc.).

**Contacting Authorities:** The Head of Department will immediately contact the School Office, which will in turn notify the Head Teacher and the police, following their advice and guidance.

**Parent Notification:** The Head Teacher will personally contact the parent or carer of the missing child, providing them with information about the situation and requesting their immediate presence at the provision. If the child remains missing upon the parent's arrival, a continued search of the area will be conducted, involving the Head Teacher and other relevant staff members, until further instructions are received.

**Supportive Measures:** In the event that the child has managed to make their way home, the provision will suggest that someone remain present at the child's home. Additionally, the provision will ensure that telephone lines remain free to avoid any communication delays.

**Continuing Care for Other Children:** While the search is ongoing, the provision will ensure that the remaining children receive proper attention and that their activities continue as normal. Staff members not involved in the search will be responsible for

providing adequate supervision and care.

**Informing Other Parents:** Once deemed appropriate, the provision will inform other parents about the missing child, taking care to respect the privacy and sensitivity of the situation.

**Incident Report:** The Head Teacher will assume responsibility for completing a comprehensive report detailing the incident.

### **Missing child procedures off premises**

In the event that a member of staff suspects a child has gone missing while off school premises:

**Designated Visit Leader:** For any off-site visit, which is rare for EYFS and Holiday Club\*, a teacher will be assigned as the Visit Leader.

**Ensuring Pupil Safety:** The Visit Leader will prioritize the safety of the remaining pupils by ensuring that at least two adults stay with them.

**Immediate Search:** One or more adults will commence an immediate search for the missing child.

**Contacting School:** The Visit Leader will promptly contact the school to alert them of the situation.

**Involving the Police:** If the child is not located within 5 minutes, the Group Leader, who may be different from the Visit Leader, will contact the police by dialing 999.

**School Notification:** The Visit Leader will inform the school that the police have been contacted. The school will then make the necessary arrangements to notify parents. Subsequently, the procedures described above for on-site missing children will be followed.

\*For clarification, during the Holiday Club period, the terms "class form teacher" and "Head Teacher" will be replaced with "group leader" and "Holiday Club Administrative Manager" respectively.

James Wilding

Last updated: 5 July 2025

Reviewed and updated to comply with 2023 standards in England.

Review awaits:

Further review of standards

Opening of DfE Attendance reporting portal to the Independent Sector - not expected until 2027