KING EDWARD'S PRE-PREP SCHOOL
POLICY DOCUMENT

Title:	**MISSING CHILD POLICY**
Policy Category	Academic/Pastoral
Status	Approved
Approved by	PPMT
Current Author	JG
Last Approved/Updated	November 2025
Frequency of Review	Two Years
Date of Next Review	November 2027
Application	Pre-Prep School
Staff Responsibility	Head & PPMT

Missing Child Policy

Introduction

The safety and security of the children in our care at King Edward's Pre-Prep and Nursery are paramount. Every care is taken to ensure that the children are accounted for at all times.

Information for Parents

Our Parent's Handbook describes:

- The arrangements for the beginning and end of the school day
- The role of staff and the arrangements for supervising the children whilst they are in school and on off-site visits.
- The arrangements for registering the children in both morning and afternoon sessions. The school administrator must be informed if any children arrive after registration has closed.
- The physical security measures which prevent unsupervised access to or exit from the buildings.
- The supervision of the playground and the physical barriers that separate it from the car park.

When children are taken off site for trips and visits the staff implement strategies to maximize the safety and security of the children in accordance with the school's Trips and Outings section in the Health and Safety Policy.

Procedure in the event of a missing child

Purpose

The following procedures are designed to ensure that in the unlikely event of a child going missing the child will be located, returned to safe custody, the relevant parties informed of the situation and a review actioned as quickly as possible.

Background

Risk assessments are completed in regard to any areas that concern the safety and security of children on or off the school premises.

Procedures to be followed if a child goes missing in School

Ask all of the adults and children calmly if they can say when they last remember seeing the child

1.The teacher in charge delegates members of staff to search indoor and outdoor areas within the nursery/school area and grounds. Carefully check all spaces, cupboards, washrooms where a child might hide. Check the doors, gates for signs of entry/exit. If this leads to the child being found the
headteacher should be informed of the incident and a review invoked.
2. If the above does not result in the safe location of the child, the headteacher should

be informed immediately.

3. If the child is still not located then the headteacher/designate should inform the Parents and ask them to come to the school at once and contact the police immediately.
4. The head of the Pre-Prep will report the incident to the Head of the whole school and keep him informed of what is happening.
5. Once the police arrive, formal responsibility for the search will pass to the police, but the headteacher/designate will ensure that the school staff make themselves appropriately available to assist further with the incident.
6. In any event, and before leaving the site the headteacher will ensure appropriate reassurance and comfort is provided to children, parents and staff.
7. As soon as practicable after the incident, the teacher in charge or the headteacher will write a report which will be used by the SMT as part of the incident review. This review will aim to look for improvements to this procedure and avoid any further occurrences of the incident.

Procedures to be followed by staff if a child goes missing on an outing

1. An immediate head count would be carried out in order to ensure that all other children are present
2. The group leader and one other adult will stay with the children
3. All other available adults to search for the missing child directed by the group leader.
4. The group leader will inform the venue staff
5. If after 10mins the child has not been found the police and headteacher should be informed.
6. The head will inform the parents what has happened
7. The rest of the children will return to school
8. The group leader will remain with the police to comfort the child when safely located and maintain regular contact with the school.
9. Once the police arrive all relevant information about the child will be given and they will then take over the proceedings
10. The head of the Pre-Prep will inform the Head of the whole school about the incident

ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- Head of Pre-Prep will speak to the parents to discuss events and give an account of the incident
- Head of Pre-Prep will promise a full investigation.
- Media queries should be referred to the Headmaster of King Edward's School
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the length of time that the child was missing and how they appeared to have gone missing, lessons for the future.