



Missing Child Policy 2024-25

Children Missing Education at Lincolnshire LA (01522 553241).

The safety and security of the children in our care at Claypole C.E. Primary School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

A register is taken at breakfast club, when the child comes into school by breakfast club staff.

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the teacher by their parent/carer, older children will come in on their own and make their way to their own classroom.

Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times.

The register is taken again in the afternoon.

Excursions

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the school's visits policy.

Full risk assessments are carried out.

A list of all the children's names is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity.

Each group is managed by a separate member of staff.

The number of children is checked regularly by frequent roll calls.

However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out, the following procedures will be followed:

- Staff will maintain safety and well-being of other children.
- A class register roll call will be taken.
- The class teacher will ensure that the office is made aware as soon as it is established that there is definitely a child missing and the last time they were seen at.
- A member of the Senior Leadership Team will establish whether the gate has been opened for any prolonged periods (classes leaving premises, parents entering and leaving site, start or end of day routines).

- If this is not case at least one school leader and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken. 2 members of staff will search the grounds including the two wooded areas. A Senior Leadership Team member to ensure one member of staff remains with the class while other members of staff search designated areas, returning to the classroom at a prescribed time.
- If the gate has been open for a prolonged periods, 2 members of staff will immediately search the local area by car.
- If the child is not found after approximately 20 minutes, the Head teacher or Deputy will endeavour to contact the parents of the missing child by telephone.
- If after approximately 15 minutes the parents have not been contacted, the Head teacher or Deputy will contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.
- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site. When the situation has been resolved, the Headteacher and SLT will review the reasons for this event happening and revise measures if necessary.

Moving to another school

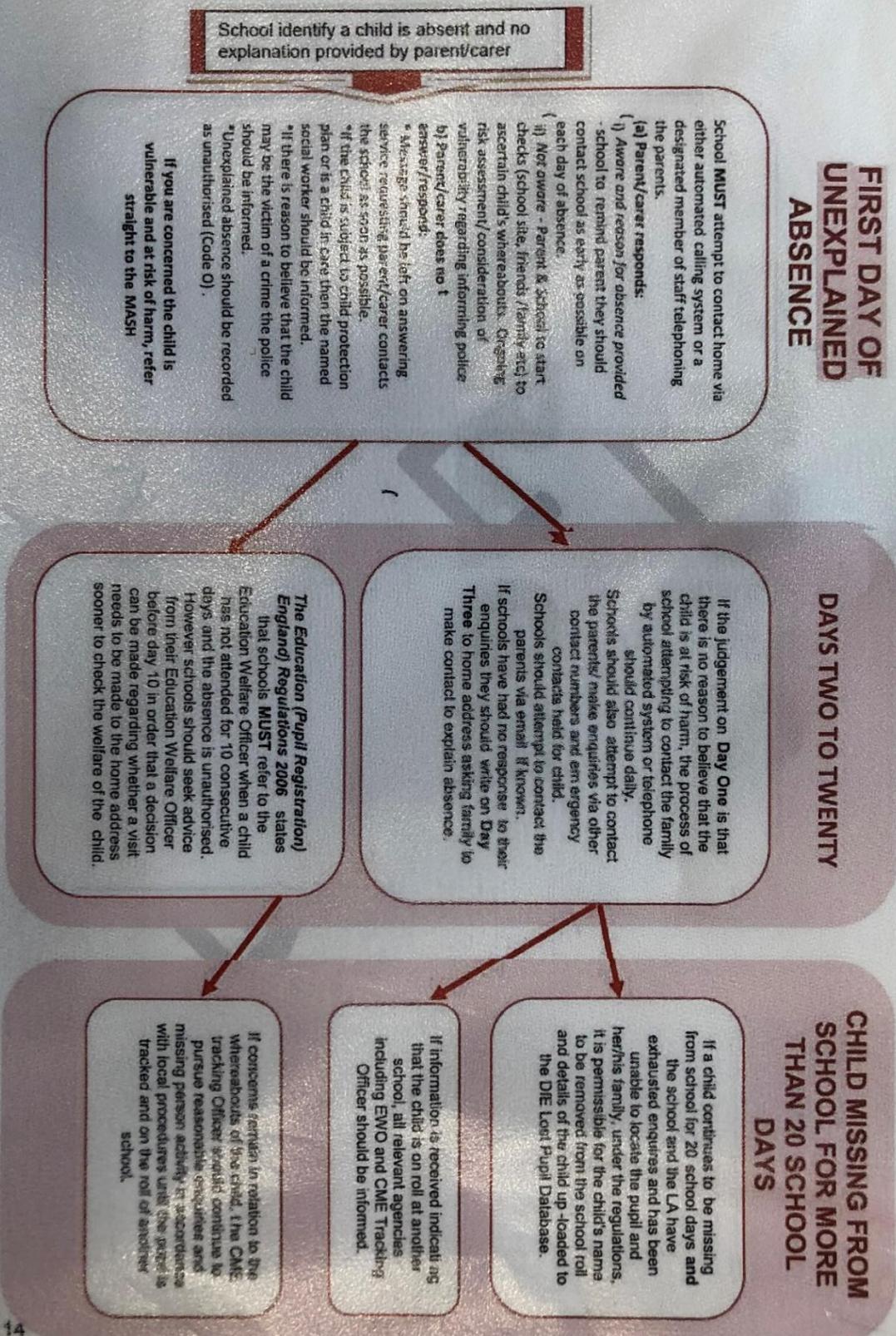
The office admin will check up to see whether a child leaving the school arrives at the destination school stated. This will be within the first week of the child leaving the school, except where school holidays make this task impossible. After a school holiday the check-up will be made. If the child has not arrived or registered with the destination school.

Admin will inform the department for [Children Missing Education at Lincolnshire LA \(01522 553241\)](#).

Failure to Attend

Follow the following guidance...

Appendix 4 Children Missing School Procedure (applies to all schools)



This policy is renewed annually, with contact details checked & updated where applicable and changed as necessary.

Last reviewed: September 2024

Next review: September 2025