



Missing Child Policy

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1. Introduction

The safety and security of the pupils in our care at Hampstead Hill School is paramount.

Every care is taken to ensure that the pupils are accounted for at all times when they are in our care.

This policy follows guidance as set out in [Keeping Children Safe in Education, 2023](#).

2. Procedures

When pupils arrive at school in the morning, they are registered via a physical daily attendance register by their teacher. Further, a digital attendance register is taken at two points in the day – 9.00 am and 1.00 pm. At dismissal, pupils are signed out via their physical daily attendance register, which includes the time of dismissal and the name of the person who collected the pupil.

Staff maintain a high level of supervision throughout the day and are aware of the location of the pupils in their care at all times. Enhanced supervision is adhered to during playtimes and when moving around the school.

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the pupils in accordance with the school's Educational Visit Policy. Risk assessments are carried out for every offsite trip. Staff will always carry their class folder when moving around the school premises or offsite. This folder contains necessary information such as parent contact information, class lists and allergy & medical information. The ratio of pupils to staff is further increased. Please see the Staff/Pupil Ratio Policy for more information. Head counts occur frequently to ensure all pupils are monitored and accounted for. The number of pupils is checked by frequent roll calls.

Please note, pupils who have a history of absconding will have their own individual risk assessment.

However, in the unlikely event that a pupil has gone missing, whether in school or out, the following procedures will be followed in this order:


1. Staff will maintain safety and well-being of other pupils. Staff should ensure the other pupils are supervised before leaving to search for a missing pupil.
2. The person in charge will be notified immediately and the time recorded.
3. A full headcount and roll call will be completed against the attendance register to ensure the pupil is not being cared for in another room on the premises.
4. All present staff will be informed and a member of the Senior Management Team/Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds. Staff will search locations at which the pupil was last seen, tracing the routes that they may have taken.
5. If the pupil remains missing, the parents will be contacted and kept informed at all times.
6. At this point – which would be a maximum of five minutes after noticing a pupil has gone missing- the police will be contacted and the matter will be treated as an emergency.
7. A continuous search of the premises will be carried out while waiting for the police to arrive.
8. Staff will then wait for the police to arrive and follow their instructions.
9. Once police arrive all relevant information about the pupil will be given. The police will then take over the search.
10. If off-site, the Group Leader will remain with the police to comfort the pupil when found and maintain regular contact with the school.
11. The remaining staff will return to the school with the rest of the pupils if off-site.

When the situation has been resolved, the Headteacher will review the reasons for this event happening and revise measures if necessary.



3. Links to Other Policies

- Pastoral Care Policy
- Child Protection and Safeguarding Policy
- Educational Visit Policy
- Staff Pupil Ratio Policy

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