



Northstar  
New School

## Child Missing Policy 2025-2026

This policy was reviewed by on:

**Date:** 2 September 2025

**By:** Euan Macdonald

**Policy will be reviewed on:** August 2026

This policy was ratified/reviewed by Governors on:

**Date:** 8 September 2025

**Frequency of review:** Every 2 year(s)

**Note:** This document uses the most current Government information and guidance at the time of writing. It may change according to Government policy.

# 1 | Missing Child Policy & Procedures for when a child is not collected on time

The welfare of all children at Northstar New School is our paramount responsibility. Every member of staff who works at the school has been trained to appreciate that he/ she has a key role in helping to keep all pupils safe at all times. Our staffing ratios are generous and are designed to ensure that every child is supervised the whole time he or she is in our care at school.

## 2 | Aims

To set out the procedures for staff and parents as to what happens when a child goes missing and what happens when a child is not collected on time.

## 3 | Information for Parents

Information is given to parents on the following:

- Arrangements for handing over children to parents / guardians / taxi-drivers / chaperones at the end of the day
- The qualifications of staff and the arrangements for supervising children whilst they are in school
- The arrangements for registering children in the morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school
- Enhanced supervisory arrangements for trips and outings involving all children are set out in the Educational Visits Policies.

## 4 | Procedure For Staff If A Child Goes Missing From School

The procedures are designed to ensure that if a child is discovered to be missing, they are found and returned to supervision as soon as possible.

The following actions would be carried out:

- A register will be taken to ensure that all the other children are present
- Inform the Headteacher
- Ask all adults and children when they can last remember seeing the child
- Supervise all other children in their classroom
- At the same time arrange for one or more adults to search everywhere checking all spaces, cupboards and washrooms where a small child may hide, inside and out
- Check doors, gates and CCTV (if available)

In addition:

- The Headteacher would arrange for staff to search the rest of the premises and grounds.
- The DSL / Headteacher would notify the Police.
- The Headteacher will ring the child's parents / carer and ask them to come into school as soon as possible and explain what has happened and what steps have been followed.
- Inform the DSL if not already notified.
- The DSL would inform the Local Children Safeguarding Board (LADO: Mike Cullern)
- The School would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors and Proprietor

## 5 | Procedure for Staff if A Child Goes Missing on An Outing

The procedures are designed to ensure that if a child is discovered to be missing on an outing they are found and returned to supervision as soon as possible.

The following actions would be carried out:

- An immediate headcount would be carried out to ensure all other children were present.
- An adult would search the immediate vicinity.
- Contact the venue manager to arrange a search.
- The Headteacher and DSL should be informed via mobile phone.
- The Headteacher will ring the child's parents and ask them to come into school / to the venue as soon as possible and explain what has happened and what steps have been followed.
- Contact the Police.
- The remaining children would be taken back to school (or where they were staying if on school residential trip).
- The DSL would inform the Local Children Safeguarding Board (LADO)
- The School would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- A full record of all activities undertaken until the child was found would be made for the incident report. Procedures may be reviewed if appropriate.

## 6 | Procedure for Staff Once a Child is Found

- Talk to, take care of and comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises / separate from the group on an outing
- The Headteacher will speak to the parents to discuss events and give an account of the incident
- The Headteacher will promise a full investigation involving other agencies where necessary
- The Headteacher will deal with media enquiries
- The investigation should involve all concerned and provide written statements
- The detailed report should cover the time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time the child was missing, how they appeared to have gone missing, and lessons for the future.

## 7 | Procedure for Staff When a Child is Not Collected on Time

- If a child is not collected by 3.45 p.m. we will call the contact numbers for the LA (if transported via taxi) Parents/ Guardians/ Carers.
- If there is no reply a member of the Senior Management Team who is on duty will begin to call emergency numbers for this child.
- The child will be supervised and safely looked after by the above member of staff until they are collected.

## 8 | Links with Other Policies or Documents

This Policy links particularly with the following policies or documents:

- Child Protection Policy
- Educational Visits Policy
- Risk Assessments
- Staff Recruitment Policy