



# Springvale Primary School

**Policy Title: Missing Child**

**Date of Review: Spring 2025**

**Review by: Spring 2028**

**Signed by:**

**Chair of Governors**

**All policies available at**

**[www.springvaleprimary.org](http://www.springvaleprimary.org)**

# Missing Child Policy

## Spring 2025



### **Introduction**

This policy was created after a period of consultation with relevant stakeholders within school. It has been formally adopted by governors and reflects our approach at Springvale Primary School.

### **Aims and Principles**

The policy is underpinned by the central aims of Springvale Primary and values held by the school community:

#### **Aims of the school**

- Springvale is committed to promoting high standards of academic achievement for all learners in all subjects.
- As a school we will continue to develop and instil key life skills and values in our pupils.
- We will encourage positive relationships and communications between home, our community and the wider world.

In particular, Springvale School has an inclusive approach to our provision. Our aim is always to involve all our children and stakeholders in all areas of the curriculum and school life. In accordance with our **Disability Equality Scheme** we recognise that this may mean making special adaptations or arrangements from time to time for children with specific disabilities. We welcome the involvement of disabled adults in all areas of school life.

### **Background Information**

Springvale Primary School is a caring and open school, where parents, children, staff and the wider school community all know that their views and needs will be listened to, in both education and personal areas.

## **Procedure**

If for any reason a member of staff cannot account for a child's whereabouts, the following procedure will be adhered to: **Missing/Lost children at school**

- Ensure the outer perimeter of the school is secure and ensure that all children currently in school are supervised appropriately.
- Initially staff would thoroughly search the area.
- The headteacher should be informed immediately.
- Staff will be careful to ensure that a calm atmosphere is kept.
- The headteacher will nominate any available members of staff to search the surrounding areas, where the child was seen last.
- The police and the child's parents (the SIMS appropriate contact list would be used in order of parental preference) will be called immediately after the initial search, if the child is not found.
- Staff will continue to search throughout all of this process.
- If the child has not been found, on arrival of the police, staff will act in accordance with their advice.
- Once the incident has been resolved the headteacher will advise parents further and complete a written statement about the circumstances that led to the child being missing. He will then review all relevant policies and risk assessments. The statement and the review will be shared with parents and the school's Governing Body.

## **Missing/lost child during a visit**

We take great care when organising any visit to ensure the safety of the children. Each visit is risk assessed before it takes place and all aspects of health and safety are considered beforehand. Whole class visits or out of hours visits (after 3.15pm) are logged on the Evolve system which records all BMBC school visits for safety reasons. This does not apply to local visits that staff and children walk to from school. Regular head counts take place throughout the visit.

If a child is lost during a visit:

- Staff must be aware of the safety of the other children that are on the visit. The rest of the group will stay together at all times until the matter is resolved under the supervision of one teacher or the lowest practicable number.
- An initial search will be carried out by any extra staff members and the headteacher must be informed. Depending on the time and location of the incident, arrangements should be made to transport the other children back to the school safely.
- The police and the child's parents (the SIMS appropriate contact list would be used in order of parental preference) will be called immediately after the initial search, if the child is not found.
- Staff will continue to search throughout all of this process.
- If the child has not been found, on arrival of the police, staff will act in accordance with their advice.
- If the matter is unresolved and the investigation is impacting the safe return time for all party members, a member of staff should stay behind (with a mobile phone) in case the child is found.
- Once the incident has been resolved the headteacher will advise parents. They will then review all relevant policies and risk assessments.
- A full written report of the incident should be made by the staff member(s) involved and the headteacher. This will be drawn to the attention of the Safeguarding Governor and Chair of Governors.
- The Headteacher would inform LADO and HR-if requested by LADO