



SARUM HALL SCHOOL

MISSING CHILD POLICY

Date:	September 2025
Next Review Due:	September 2026
Reviewed by:	Karen Coles

INTRODUCTION

The safety of our children is our priority whilst they are in our care at School. Every care is taken to ensure that all pupils are accounted for at all times when they are in our care and this policy sets out our procedures for dealing with the unlikely event of a pupil going missing. Every adult who works at the School has been trained to appreciate that they have a key responsibility for helping to keep all of the children safe at all times.

AIM

1. provide a clear procedure which is understood and effectively implemented by all staff
2. enable the missing pupil to be located as quickly as possible, given the appropriate level of safety and security in line with the pupil's age and emotional/behavioural maturity

Staff need to be mindful that a child can go missing at any time of the day.

RESPONSIBILITIES

Staff are responsible for completing Attendance Registers. They must be completed accurately and promptly.

- Registers must be completed twice a day; for morning registration by 8.40 am and for afternoon registration as soon as outside play is finished – this is staggered by year group but should be completed by 2.15pm at the latest for Years 5 and 6. After the morning registration, the School will begin the process of following up late arrivals and absences and will telephone home from 9.00am. Late arrivals must report to the School Office to be registered
- Parents must ensure children arriving late report to the School Office
- Peripatetic staff must take a register and inform the School Office of any absences.
- If a member of staff takes a group or class out of school for an additional activity, workshop or event, they are responsible for informing parents once approval is given by SLT. There is an Educational Visits policy which should be referred to before any trip is organised.
- In the morning, the Headmistress (or a member of the Senior Leadership Team), greets the pupils individually and they enter the School via the garden entrance where staff are on playground duty. There is a termly Pavement Duty Rota and two parents each day ensure that pupils are delivered from cars into the school building safely. This process is assisted by the Facilities Manager.
- At the end of the day, children must be handed over to an approved adult by staff at the front door. Once a child is handed over by a responsible member of staff or Club Leader, they become the responsibility of that adult. Year 6 may have written permission to walk home and they sign out by completing a form in the Office before being dismissed as detailed above. Please see our Pupil Collection Policy.
- It is the responsibility of parents to ensure they provide correct and updated contact information for all adults who are able to collect their child, and that they know the procedures for handover of their child at the beginning and end of the day.

If a parent takes a pupil out of school during the day, the parent must ensure their child signs out at the School Office and signs in if they return having sent prior notification to the School.

PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

- External doors to the School site are closed once children have arrived in the morning until they are due to go home.
- If children leave the classroom to work in other parts of the school, the class teacher must ensure that adequate supervision is maintained in line with the pupil's age and emotional/behavioural maturity.

During playtime:

- Adequate staff are on duty in line with the pupil's age and emotional/behavioural maturity
- External gates remain closed
- Staff patrol all areas in the playground throughout the session

Educational visits:

- Risk assessments are in place with adequate staff / pupil ratios
- Permission from parents is obtained generically at the beginning of their time at the School and this covers all off-site activities, workshops and trips, except residential trips when additional permission is sought
- The School provides a mobile telephone for the lead member of staff to be taken off-site with them if they do not wish to use their own phone to contact the School

After School Clubs:

- Risk assessments are in place
- A register of pupils is taken
- Staff dismiss their club members from the main door and wait until the last child has been collected. If the child has not been collected after a period of 10 mins, they bring the child to the School Office and hand responsibility of them over.

Off-site activities where the child is collect from the venue:

- Class list must be taken with the group who are off-site
- If a child has not been collect 10 mins after the due collection time, the member of staff is to call the School and the School will contact parents
- If there is no reply, the member of staff is to wait a further 10 mins whilst the School continues to reach the parent
- If still not contacted, the member of staff should return to school with the child in a taxi – the School will leave a message to inform the parents that the child is being brought back to school
- On their return, the Pupil Collection Policy will be followed

PROCEDURES AIMED AT REDUCING RISK OF A MISSING PUPIL

In the event of a pupil being unaccounted for, a member of staff should inform the School Office. If the School Secretary is not in the Office the Headmistress or a member of the Senior Leadership Team (SLT) will be informed.

- The following lists held in the School Office will be checked:
 - Attendance Registers
 - Off-site Sports List
 - Class List for off-site visits/trips
 - Music lesson timetable
 - LAMDA lesson timetable
- SLT members and any teaching assistants will carry out a thorough search of the building. Particular attention is paid to:
 - Classrooms
 - Toilets
 - Cupboards
 - Hall and Dining Room
 - Rainbow Room
 - Food Studio
 - School grounds
- If the child has not been found after the School has been searched, parents should be notified. The Headmistress or next most senior member of staff on site will decide at which point the police need to be contacted. The first hour is vital. When contacting parents, staff will ask them to bring with them a recent photograph of their child and the School will also provide one.
- Staff will be asked to write a description of what the pupil was wearing and any distinguishing features.
- If the missing pupil has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies following permission from the parents.
- When the missing pupil is found, the Headmistress or a member of SLT will contact the child's parents and/or police as appropriate.
- The Local Authority will be notified with details of pupils who fail to attend regularly or have missed 10 days without permission (See Child Missing Education).

IN THE EVENT OF A MISSING PUPIL WHILE OFF SCHOOL PREMISES:

- The group leader must ensure the safety of remaining pupils with appropriate staffing levels.
- Adults should immediately start searching for the pupil and notify the organisation or centre they are visiting.
- The group leader should contact School and speak with the Headmistress and in their absence a member of SLT.

- If the pupil is not found within 15 minutes, the group leader must contact the police. The group leader should alert School that the police have been contacted so arrangements can be made to notify parents.
- If appropriate, a member of SLT will travel to the venue to meet the police and take the lead of the situation.

INVESTIGATIONS

When a missing child has been found, the Headmistress will carry out a full review.