All Saints Church of England

Infant and Nursery School

Selston Church of England

Infant and Nursery School

Missing Child Policy

Opening hearts and minds through the grace and love of God

Created: September 2026
Next Review Date: September 2030

ALL SAINTS CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

SELSTON CHURCH OF ENGLAND INFANT AND NURSERY SCHOOL

VISION STATEMENT

Opening hearts and minds through the grace and love of God

At All Saints Church of England Infant and Nursery School and Selston Church of England Infant and Nursery School children always come first and we try to nourish, challenge, prepare and inspire them within a Christian ethos.

We believe in valuing all who contribute towards the successful running of our schools including children, parents, carers, governors, teaching and non-teaching staff.

This Vision Statement lies at the heart of our schools' aims. It is the philosophical basis for all of the schools' policies and through these, for everything that happens in and round our schools. Our aspiration is for everyone at All Saints and Selston to:

- feel happy, secure, safe and valued at school
- develop a growing awareness of their own inner self and spirituality, and of the power of the Christian faith to transform lives
- develop healthy relationships based on care, trust, compassion and forgiveness
- show acceptance for and understanding of others who may have different beliefs or needs
- strive for the highest standards of achievement, developing the confidence and skills to be independent, motivated and self-disciplined learners
- have a positive approach to life, contributing to the well-being of the community and building hope for the future

We hope that children will leave our schools with open hearts and minds, ready to respond to the opportunities that lie before them and to experience the joy of life in all its fullness.

Policy:	Missing Child
Approved by:	Local Governing Body
Date:	September 2026
Review cycle:	4 Yearly

VERSION CONTROL			
VERSION	**DATE**	**AUTHOR**	**CHANGES**
2023	02.09.23	LH	Initial version
2025	04.09.25	LH	KCSIE 2025
2026	07.09.26	JR	KCSIE 2026

Missing Child Procedure

Statement of Intent
Children's safety and welfare are paramount at all times. In line with *Keeping Children Safe in Education (2025)*, any instance of a child going missing will be treated as a potential safeguarding concern, recognising that it may indicate risk of abuse, neglect, exploitation or other harm.
All staff must act immediately and follow this procedure to ensure a swift, coordinated and child-centred response.

Roles and Responsibilities
- The Designated Safeguarding Lead (DSL) must be informed immediately of any missing child.
- The DSL (or Deputy DSL) will:
    - Take overall responsibility for safeguarding actions
    - Liaise with police, children's social care and other agencies
    - Decide whether the threshold for early help or statutory intervention is met
- The Headteacher/Senior Leader remains responsible for operational management and escalation.
- All staff must follow safeguarding reporting expectations as outlined in KCSIE.

Child Missing on School Premises
Immediate Actions
As soon as it is noticed that a child is missing:
1. The Headteacher/Senior Leader and DSL must be alerted immediately
2. A thorough search of:
    - Classrooms
    - Toilets
    - Corridors
    - Outdoor areas
      will be carried out
3. The register will be checked to confirm the child is missing
4. All other children must be supervised safely at all times
5. Doors, gates and exits must be checked for security breaches

If the child is not found quickly:
1. The DSL/Senior Leader will:
    - Contact the police without delay
    - Inform parents/carers immediately and provide support
2. Staff may search the immediate vicinity only where safe to do so and without compromising supervision ratios
3. The school will maintain a clear record of actions, timings and decisions

Child Missing on an Off-Site Visit (Local Area)

Immediate Actions

1. Conduct an immediate headcount and ensure all other children are safe
2. One staff member searches the immediate area
3. The visit leader contacts the Headteacher and DSL immediately

If the child is not found:

1. The DSL/Senior Leader will:
    - Contact the police immediately
    - Inform parents/carers
2. Remaining children will be returned safely to school where appropriate
3. A staff member will remain at the scene to liaise with emergency services

Child Missing on an Off-Site Visit (Different Locality)

Immediate Actions

1. Undertake immediate headcount and supervision
2. Alert venue staff and request support
3. The visit leader must:
    - Contact the Headteacher and DSL immediately
    - Ensure police are contacted directly (school retains responsibility)
4. Parents/carers will be informed and updated
5. Remaining children will be supervised safely in a secure location
6. A staff member will remain with emergency services until resolved

Safeguarding Response and Escalation

- The DSL will assess the situation and determine:
    - Whether to refer to Children's Social Care
    - Whether Early Help support is required
- Repeated or linked incidents will be treated as a wider safeguarding concern, including potential risks such as exploitation or neglect
- The school will work in partnership with external agencies in line with safeguarding duties

Recording and Reporting

In line with KCSIE 2025:

- All incidents must be recorded on CPOMS
- Records must include:
    - Exact times and actions taken
    - Staff involved
    - When and where the child was last seen
    - Decisions made and by whom
- Records must be:
    - Accurate, factual and secure
    - Shared appropriately with safeguarding agencies

The incident must be reported to:

- The Trust Safeguarding Lead
- The Chair of Governors

Investigation
Following the incident:
- The school will conduct a full internal review, led by the Headteacher and DSL
- Written statements will be obtained from all relevant staff
- A detailed report will include:
    1. Timeline of events
    2. Supervision arrangements
    3. Identification of any safeguarding risks or procedural failures
    4. Actions taken to prevent recurrence

If led by external agencies:
- The school will fully cooperate with police and children's social care investigations

Post-Incident Review and Support
- The DSL will ensure:
    - Appropriate support for the child and family
    - Consideration of ongoing safeguarding needs
- A review will identify:
    - Lessons learned
    - Changes to risk assessments or procedure

Prevention and Risk Reduction
The school will minimise risk by:
- Maintaining accurate registers and headcounts
- Ensuring appropriate staff-to-pupil ratios
- Completing risk assessments for all off-site visits
- Ensuring secure site boundaries and supervision
- Monitoring patterns of absence as potential safeguarding concern

Linked Policies
This procedure should be read alongside:
- Child Protection Policy
- Behaviour Policy
- Educational Visits Policy
- Attendance Policy (including Children Missing Education procedures)