

Plumtree School Missing Child Policy

Plumtree School Child Missing Child Policy applies to all parts of the School, including our Early Years Foundation Stage. The procedures described comply with the Independent Schools Standards Regulations (The Education (Independent School Standards) (England) Regulations 2010, as amended as from January 2013) also known as the registration standards or ISSRs; and the Statutory Framework for the Early Years Foundation Stage (EYFS 2016). These regulations are laid down by the Department for Education.

In accordance with these regulations, Plumtree School makes all of its policies available to parents and prospective parents.

The welfare of all of our pupils at Plumtree School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the pupils safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is appropriately supervised.

Action to be taken if a child is missing during the school day, in after school care or school based extra-curricular activity times.

If a child is missing from a lesson/registration/lunchtime or other school based activity, the teacher responsible should, in the first instance, ask other children in the class/group if the whereabouts of the missing child are known.

It is important that, whilst children understand the seriousness and urgency of the situation, calm is maintained so that accurate information can be gleaned.

As a rule, the younger the child, the more quickly secondary action is required. If the child is missing from EYFS for more than 5 minutes, the teacher should contact the Head Teacher, who should ask for senior colleagues to attend.

In the Head Teacher's absence, the Deputy Head will ensure that alternative arrangements are in place. This information to be communicated to all by a Senior Colleague.

Senior colleagues and available staff should search the immediate area.

Friends of the missing child should be interviewed so that the last known sighting of the child can be determined.

The senior colleague should contact the police as soon as it has been ascertained that the child is missing – this may well be within ten minutes.

Staff should continue to search even after the police have been called.

Action to be taken if a child is missing whilst on an out of school visit

If a child is missing on a school visit, the teacher responsible will need to ensure that all staff, volunteers and other pupils/students on the visit are immediately made aware.

The last known sighting should be ascertained.

A number of other actions should be taken, depending on the location:

- school contacted
- police contacted
- parents contacted

Action to be taken once the child is found

Talk to, take care of and, if necessary, comfort the child.

Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.

The Head Teacher will speak to the parents of children involved to discuss events and give an account of the incident.

The Head Teacher will insist on a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).

Media queries should be referred to the Head.

The investigation should involve all concerned providing written statements.

The report should be detailed covering: 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 that the child was missing and how s/he appeared to have gone missing, lessons for the future.

PROCEDURE TO BE FOLLOWED IN THE EVENT OF

A PARENT FAILING TO COLLECT A CHILD AT THE APPOINTED TIME

At the end of the school day.

- a) The child should be taken to After School Care and parents contacted.
- b) If the parent has still not collected by 6pm (5.30pm on Fridays), messages should be left on home, work and mobile numbers to say that the child is with the teacher in charge, giving the name of the teacher and location.
- c) The Head Teacher, or member of SLT in his absence, must be informed and the police will be contacted by 6.15pm (5.45pm on Fridays).
- f) The child should not be released to the collecting adult unless the after school care or Head/Deputy Head is present.
- b) The teacher should inform the Head/Deputy Head as soon as the parent has been contacted.

In the school day:

- a) If a child is due to be collected during the day, say for a medical appointment, and the

parent fails to turn up, the child should re-join his/her activity and the teacher should telephone the parents.

In all cases, once the child is collected, it is the responsibility of the teacher/member of staff handing over the child to contact all members of staff involved.

This policy should be read in conjunction with:

Staff duty rotas, Staff Code of Conduct, Safeguarding Policy.

- Staff working within the school should know and implement the school's policy in relation to children going missing and their role in implementing that policy. Staff actively search for children who are missing, including working with police where appropriate.

- Providers must make the following information available to parents and/or carers: details of the provider's policies and procedures including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting.

Head Teacher:

Phil Simpson

Date:

September 2025

Review Date: September 2026