

MISSING CHILD and CHILD NOT COLLECTED (411f)

Including EYFS

Missing Girl in School

It is anticipated that the School site is secure enough so it would be very unlikely that a girl would go missing from the area. However, we cannot underestimate the severity of the incident nor the distress this would cause should a girl decide to leave the premises without an adult which is why this policy has been introduced. All staff need to read the following and be prepared to act on the guidance should there be such an emergency.

- a) All girls should be reminded both through Assembly and in class that personal safety is the responsibility of both the School and themselves and that they must never leave the School grounds without an appropriate adult (member of staff or parent/carer), unless they have specific written permission from an adult to do so
- b) If a girl is discovered to be missing during the school day, all staff will remain calm. One member of staff will search the building and outside areas whilst at least one other member of staff remains with the rest of the girls
- c) The Head of the Prep School (or whoever is acting in her place if she is absent) must be informed as soon as possible and the Head of Whole School should also be informed.
- d) After 10 minutes of searching (or sooner if a reliable witness informs staff that they have seen the missing girl outside the School grounds) a member of staff needs to inform the Police.
- e) The girl's parents need to be contacted by a senior member of staff.
- f) The member of staff will continue the search until the girl has been found or the Police advise otherwise.
- g) Once the girl has been found, a full report, including a timeline, will be written by the senior member of staff present and signed by all the other staff present and the parent/carer. The report should be submitted to the Head of the Prep School (if she did not complete the report) and the head of whole school (see appendix 1)
- h) A review of the procedures should take place as soon as possible afterwards and definitely within three working days, to prevent a repetition.

When a Girl is not collected

Each class teacher is responsible for completing a 'Going Home' register and the teacher dismissing at the end of the day signs the pupil out and there is a face to face handover to the parent or care giver.

- a) If a pupil is not collected they will be sent to: a) Little Explorers (N to Y2) until 3:40am and then b) Explorers
- b) The teacher will then phone the parent to confirm collection time and the Office staff and Key Stage Leader informed. The teacher will also inform Explorers staff.
- c) If contact cannot be made with the parent, a member of PSLT and the Prep Head should be informed. Regular ringing and email will then be continued, along with making contact on the second person on the contact list.

Title	Lost Child Policy ((411f))			Page	Page 1 of 3
Last reviewed	September 2025	Next Review	July 2026	Author/Lead	Head of Prep

- d) If a parent cannot be contacted within a set period of time i.e. before 6:00pm when school closes, school would contact Social Services, see Safeguarding Policy.

After school clubs

Many girls attend extra-curricular clubs after School. Staff take a register at each session, which supports the going home register at the end of the club. It is the responsibility of the girls (or their parents) to inform the member of staff leading the club if they will not be present at a particular session.

In the case of absence from School, it is the responsibility of the parents to request that the notification of their daughter's absence is passed onto the teacher responsible for the club.

Missing Girl Out of School

It is hoped that the Off Site School Risk Assessment is robust enough so that it would be unlikely that a girl would go missing. However, we cannot underestimate the severity of the incident nor the distress that this would cause should a girl be discovered to be missing from the group which is why this policy has been introduced. All staff need to read the following and be prepared to act on the guidance should there be such an emergency.

- a) All girls should be reminded prior to the visit/trip/event that personal safety is the responsibility of both the School and themselves and that they must never leave the group without an appropriate adult (member of staff or parent/carer)
- b) If a girl is discovered to be missing, all staff will remain calm and one member of staff in authority will instigate a search of the building and surrounding area, ensuring that at least one member of staff remains with the rest of the girls.
- c) The Head of the Prep School (or whoever is acting in her place if she is absent) must be informed as soon as possible and the Head of Whole School should also be informed.
- d) After 10 minutes of searching (or sooner if a reliable witness informs staff that they have seen the missing girl beyond the area being visited) a member of staff needs to inform the Police.
- e) The girl's parents need to be contacted by a senior member of staff.
- f) The member of staff will continue the search until the girl has been found or the Police advise otherwise.
- g) Once the girl has been found, a full report, including a timeline, will be written by the senior member of staff present and signed by all the other staff present and the parent/carer. The report should be submitted to the Head of the Prep School (if she did not complete the report) and the Head of Whole School (see appendix 1)
- h) A review of the procedures should take place as soon as possible afterwards and definitely within three working days, to prevent a repetition.

Title	Lost Child Policy ((411f)			Page	Page 2 of 3
Last reviewed	September 2025	Next Review	July 2026	Author/Lead	Head of Prep

Appendix 1

Date of incident:

Name of girl:

Date of birth:

Girl's address:

Telephone Number:

Name of parent/guardian:

Time and location of disappearance:

Who was responsible for the girl:?

What was the girl wearing:?

Any distinguishing features:

Circumstances surrounding disappearance:

Contact made with parents: YES/NO

What happens next:

Signed by Head of the Prep School

Date:

Title	Lost Child Policy ((411f))			Page	Page 3 of 3
Last reviewed	September 2025	Next Review	July 2026	Author/Lead	Head of Prep