

THE ROCHE SCHOOL
Policy on Missing Children Including the EYFS

This policy which applies to the whole school is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

Information Sharing Category	Public Domain
Date Published	October 2025
Authorised by (if required)	SLT Team
Review/Update Date	October 2026
Responsible Area	Headteacher and Deputy Headteacher

Principles

The welfare of all of our children at The Roche 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 children safe at all times. Our staffing ratios are generous and deliberately designed to ensure that every child is supervised the whole time that he or she is in our care. Every member of staff has equal responsibility in ensuring the safety of the children and knowing where they are. Steps have been taken to ensure that the premises and surrounding site are as secure as possible. Staff will discuss with the children the need to take extra care when outside, to be aware of their surroundings and to report any strangers to a member of staff. The pupils will be told what the boundaries are and where they can and cannot go.

The likelihood of children going missing whilst at The Roche School ('the School') is minimal, because of existing security measures, which are in place on the School site. Nevertheless, in the event of this remote possibility happening, we have developed the following procedure.

There are limited number of situations where a child might become lost and these are listed below:

- Despite the appropriate level of pupil to adult ratio being put in place prior to a trip or outing to the sports grounds and a risk assessment written to minimise the possibility of this happening, a child wanders off either alone or with an unauthorised adult.
- Where a child wanders from a classroom or school site, despite staff vigilance and existing security measures.
- Where a child leaves the school building or site with an unauthorised adult, despite staff vigilance and security measures.
- Where a child otherwise leaves school premises in breach of school rules.

Action to be taken if a child is found to be missing:

If the incident happens on site:

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

Upon receipt of a report that a child is missing or cannot be accounted for having been registered at the school, the Headteacher will be informed immediately.

If the Headteacher is absent or unavailable, the following teachers can be contacted:

Jonny Gilbert – Deputy Headteacher

Louise Gilmartin – Designated Safeguarding Lead

- One member of staff should call the register to check and establish which child is missing and ensure all other children are present.
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child.
- Occupy all of the other children in their classroom(s)
- At the same time, a check should be made with the School Office immediately as to whether the child has another commitment e.g. music lesson, sporting commitment, external appointment etc.
- When it has been established that the child is missing, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide. This search should take no more than 15 minutes.
- On no account will any other child be left unsupervised at any time.

If the child is still missing, the following steps should be taken:

- The Head will ring the child's parents/carer and explain what has happened, and what steps have been set in motion. They will be asked to come to school at once.
- The Head or her nominated deputy would notify the Police.
- The Head would arrange for staff to search the rest of the school premises and grounds.
- The Designated Safeguarding Lead/Headteacher would inform the Local Children Safeguarding Board.

- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Proprietors will be informed.
- The Insurers will be informed.
- If the child is injured a report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive.

Action to be followed if a child goes missing on a trip:

- An immediate head count would be carried out in order to ensure that all other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken back to school where reasonably practical.
- Inform the Headteacher or another member of the Senior Leadership Team by mobile phone as soon as possible.
- The Headteacher or alternative member of the SLT must ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue of the school at once.
- Contact the venue Manager and arrange a search (if applicable).
- If the child is not found after 30 minutes then Police will be called by the trip leader.
- The Designated Safeguarding Lead/Headteacher would inform the Local Children Safeguarding Board.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- The Proprietors will be informed.
- The Insurers will be informed.
- If the child is injured a report would be made under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to the Health and Safety Executive.

Actions 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 Headteacher will speak to the parents to discuss the events and give an account of the incident.
- The Headteacher will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media queries should be referred to the Headteacher. No member of staff should communicate with the press without the prior approval of the Headteacher.
- 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.
- Once a full investigation has taken place, the Headteacher should reflect upon possible reasons for the incident having happened and review current practice, putting measures in place to prevent any future re-occurrence.
- Where a child goes missing but is discovered within the school within the 15 minute search period, the circumstances of the incident must be reviewed and minuted at the next SLT meeting.

Links to other policies:

Please see:

- EYFS Supervision Policy
- Supervision Policy
- Child Protection and Safeguarding Policy

- Attendance Policy
- Late Collection Policy