

LOST/MISSING PUPIL PROCEDURE (including EYFS)

(To be read in conjunction with Children Missing Education Policy – appendix in Safeguarding and Child Protection Policy)

At St Mary's we are committed to promoting children's safety and welfare. In the unlikely event of a child going missing within the kindergarten or school, we have the following procedure which will be implemented immediately. Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially as the pupils move around the building between lessons and the outdoor environment.

Kindergarten and Lower School

If, for any reason, a member of staff cannot account for a pupil's whereabouts the following procedure will be activated:

- The Principal/Vice Principal/Kindergarten Manager will be informed immediately, and all staff present will be informed. Some staff will be deployed to start an immediate thorough search of the school/Kindergarten, followed by a search of the surrounding area, whilst ensuring that some staff remain with the other pupils, so they remain supervised, calm and supported throughout
- The Principal/Vice Principal/Kindergarten Manager will call the police as soon as they believe the pupil is missing and follow police guidance. The parents of the missing pupil will also be contacted
- A second search of the area will be carried out
- During this period, available staff will be continually searching for the missing pupil, whilst other staff maintain as near to normal routine as possible for the rest of the pupils in the school/Kindergarten
- The Principal/Vice Principal/Kindergarten Manager will meet the police and parents
- The Principal/Vice Principal/Kindergarten Manager will then await instructions from the police
- In the unlikely event that the pupil is not found the school/Kindergarten will follow the local authority and police procedure.
- Any incidents will be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings

- With incidents of this nature parents, carers, pupils and staff may require support and reassurance following the traumatic experience. Management provides this or seeks further support as necessary
- Post-incident risk assessments will be conducted following any incident of this nature to reduce the likelihood of reoccurrence.
- Policies and procedures will also be reviewed, and any changes implemented
- In cases where either the Police or Social Services have been informed, the relevant body (either ISI or Ofsted as appropriate if necessary) will be informed as soon as is practical

Senior School

STAGE 1 – Wristband

PA to Principal to check what door was last used and what time

STAGE 2 – Buildings Search

1. **Check pupil's classroom first as they may have returned**
2. Turrets toilets and locker area
3. Desk/Chair area ground floor turrets (outside SPA office)
4. Art block toilets and disabled toilet
5. Art block mini suite opposite Art room
6. Conservatory
7. Science Toilets
8. English Toilets
9. Library
10. Peri Music Rooms
11. Radio Room

STAGE 3 - CCTV

Request Estates Manager to check CCTV to see if any pupils have left site

Call on 2nd person to repeat building searches while CCTV is checked.

STAGE 4 – Call

- SLT or WLT will call the police as soon as they believe the pupil is missing and follow police guidance. The parents of the missing pupil will also be contacted
- The Principal/Vice Principal/Wider Leadership Team (WLT) will meet the police and parents
- The Principal/Vice Principal/WLT will then await instructions from the police

- In the unlikely event that the pupil is not found the school will follow the local authority and police procedure.
- Any incidents will be recorded in writing as soon as practicably possible including the outcome, who was lost, time identified, notification to police and findings
- With incidents of this nature, parents, carers, pupils and staff may require support and reassurance following the traumatic experience. The Senior Leadership Team will provide this or will seek further support as necessary
- Post-incident risk assessments will be conducted following any incident of this nature to reduce the likelihood of reoccurrence.
- Policies and procedures will also be reviewed, and any changes implemented
- In cases where either the Police or Social Services have been informed, the relevant body (ISI) will be informed as soon as is practical

Reviewed/Approved: Autumn 2025

Next Review: Autumn 2026