



Edisford Primary School

Confidence. Persistence. Getting Along. Organisation. Resilience.

Missing Child Policy

Procedures to be followed if a child goes missing from the premises.

A child is missing within school:

- **Stay calm** – others are relying on you not to panic. Panic confuses the situation more and stops you thinking clearly.
- **Inform senior staff** – make sure as much detail concerning the circumstances are shared with senior staff. Ensure that the rest of the class are safe and calm and that another member of staff is supervising them whilst you assist in tracing the child.
- **Assist with the search** both inside and outside the building.

Senior staff on duty.

- **Stay calm** – others are relying on you to be in control.
- **If you are sure that the child is missing ring 999.**
- Have the child's contact details in front of you – you will be asked for date of birth, address etc and details of the incident. They will give you an incident number that you will need to quote in connection with the case.
- **Police will visit school** as soon as possible to meet with you and to gather further details.
- **Inform parents** – obviously you will need to reassure them that everything is being done to resolve the situation. If parents are on site stay with them. Try and keep calm whilst making every effort to locate the child.
- **Gather information** from other staff or anyone else e.g. classmates who may be able to help.
- **Stay by the phone.**

Once the incident has been resolved:

- The class teacher and a senior member of staff should record all details including actions taken by yourself and others in the Behaviour Log. Include any follow up action, details of incident, number provided by the police etc.
- Investigate what led to the incident.
- Put in place further safeguarding procedures and retraining if necessary.

Children who leave school premises without authorisation following an incident.

Some pupils find it difficult to manage their emotions. Occasionally, there may be a risk that they leave the school premises by their own choice. Such events are taken seriously and dealt with in a calm and non-confrontational manner.

Report any incidents immediately to the SLT.

All staff are trained to deal with such rare events.

Children will be kept within visual sight at all times. The main goal is to ensure the safety of the child.

Missing child procedures will be followed if the child cannot be located.

Incidents will be recorded and individual circumstances reviewed to avoid repetition.

Effective Strategies for Preventing Further Incidents

1. Training of staff in a non-confrontational style.
2. Consider 'soft starts' using the Breakfast Club facility.
3. Offer a safe space to be calm with a drink and a biscuit.
4. Wellbeing sessions.

The above also apply for children who display symptoms of emotionally based school avoidance (EBSA).

Repeated and Persistent Absence

Children that are repeatedly absent over periods of time and have an absence rate of 90% or below are missing their education. Action is always taken to mitigate the circumstances around their absences and improve their attendance. Where issues are not resolved and there is no improvement in attendance, we would consider a referral to Children's Social Care and the police where there is a concern for a child's welfare.

Children Missing Education

In most situations, children who move from school to school are tracked using a special unique number. However, when a child's next school does not make contact to request this CTF information then we will set in motion the procedures outlined by Lancashire CC by completing the CME form and returning this to CME Team.

Updated July 2025.

Review date July 2026.