

Plaxtol Primary School



Missing Children Policy

This policy has been impact assessed by Mrs Claire Rowley in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Date of policy	May 2026
Date for Review	May 2027
Headteacher	Ms Claire Rowley
Chair of governors	Mrs Sally Shewell

Policy Statement

The safety and security of the children in our care at Plaxtol Primary School is of the greatest importance. Every precaution is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

A register is taken at 'Before School Club' by Miss Turner as soon as children arrive.

Each pupil who arrives at school is registered first thing in the morning in class following the pupil entering the school, this is via SIMS.

Children who arrive after 9.15am or leave before the end of the day are signed in and out by their parent in the 'Sign in/Sign out book'.

If a child is absent and no email or phone message has been received then the admin officer will phone the parent to find out where the child is.

Staff maintain the appropriate level of supervision throughout the session and are aware of the location of the children in their care at all times.

The register is taken again in the afternoon via SIMS.

School visits

When on visits, staff ensure procedures are followed to safeguard all children at all times.

Full risk assessments are carried out for all visits as outlined in our Educational Visits Policy.

There is a regular roll call of children to ensure all children are present.

After School Clubs

A register is also taken at any after school club by the club leader and a member of school staff is always present when the children leave at the end of the club.

Procedures if a Child is Missing

If it is noticed that a child has gone missing, whether in school or out the following procedures will be followed.

- Staff will maintain the safety and well-being of other children.
- A roll call will be taken.
- A member of the SLT and at least one other member of staff will search the immediate vicinity or school grounds. This will include going to places at which the child was last seen and tracing the routes that they may have taken.
- If the child is not found after approximately 15 minutes, a member of the SLT will endeavour to contact the parents of the missing child by telephone to inform them of the situation and will then contact the police.
- Once police arrive all relevant information about the child will be given. The police will then take over the search.

- If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.
- The remaining staff will return to the school with the rest of the children if off-site.

When the situation has been resolved, the SLT will review the reasons for this event happening and revise measures if necessary.

Child missing on site

The KCC online reporting form must be completed for any absconding/missing child incidents, and an investigation will be undertaken by SLT and any additional control measures required will be implemented'.