



CUNDALL MANOR SCHOOL

Missing Child Policy 2026

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Procedures

The welfare of pupils is paramount. Cundall Manor School endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

- Formal registration is taken in the morning at 8.30 am (Form Time) and again in the afternoon at 2.00 pm. Late arrivals sign in at Reception
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy.
- When boarding, registration is taken at Tea using the Boarding Register. They are registered again at 20:15 pm and 22:00 pm.
- Staff undertake regular roll calls and headcounts.

The above measures ensure that situations where a child could be lost are very limited. These are:

- Where a child wanders off during an off-site visit
- Where a child goes out of a door or gate left open on the school site
- Where a child is taken from the school site by an unapproved adult

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9.30 am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed.

School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above from occurring. However, should a child become lost, the following action will be taken:

Lost at school

In EYFS, alert the Headmaster immediately, and also the Deputy Head, who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. A member of the school office staff will check the Inventory system to establish whether the child has been legitimately collected from school.

In KS1 - 4, alert the relevant Assistant Head immediately.

Staff must be vigilant in respect of the safety of the other children with regard to supervision and security.

Ensuring that the remaining children are sufficiently supervised and secure, a member of staff should be sent to search each of the following zones, keeping a calm manner and maintaining contact via mobile phone:

Zone A – all school buildings

Zone B – external surroundings, including woodland, playing fields, and car parks

If the child cannot be found within fifteen minutes then the police and parents must be informed. If the search moves to this level, the Critical Incident Policy procedure should be implemented. Meanwhile, the office will make available a photograph of the child (from the management information system) and their description. Continue to search, opening up the area, keeping in touch via mobile phone.

The child must be comforted and reassured when found. The Headmaster will consider calling a fire drill to see if the pupil who is not accounted for arrives at the roll call point.

Lost whilst off-site (including on sports fixtures and boarding trips)

If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count.

1. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
2. Another member of staff should alert the management/security services of the organisation being visited and the School office to let them know the situation.
3. Children on the visit should be asked for any relevant information if appropriate.
4. If the child is not found after fifteen minutes the police will be called and the School will alert the parents.
5. Staff will co-operate with the police and take any action as directed by them.

Lost during boarding hours

If a child is lost during boarding hours, the Houseparent, or in their absence House Tutors, should alert other members of the party and carry out a roll call/head count.

The Headmaster should be informed immediately by telephone.

Staff must be vigilant in respect of the safety of the other boarders with regard to supervision and security.

Ensuring that the remaining boarders are sufficiently supervised and secure, a member of staff should be sent to carry out each of the following actions, keeping a calm manner and maintaining contact via mobile phone:

1. Search the boarding bedrooms and bathrooms, including common room areas
2. Ask other boarders for any relevant information if appropriate.
3. Search all school buildings
4. Search external surroundings, including woodland, playing fields, and car parks
5. Examine the Boarding Register for any notes
6. Check phone and email messages
7. Ring the pupil's mobile phone if they have one
8. In the hours of darkness, rooms and grounds should be fully lit where possible to aid the search

If the child cannot be found within 1 hour, then the police and parents must be informed. If the search moves to this level, the Critical Incident Policy procedure should be implemented. Meanwhile,

a member of staff will make available a photograph of the child (from the management information system) and their description. Continue to search, opening up the area, keeping in touch via mobile phone. The child must be comforted and reassured when found. The Headmaster/Houseparent will consider calling a fire drill to see if the boarder who is not accounted for arrives at the roll call point.

Pupil removed from school premises by an unapproved adult

No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent, either by telephone or email. This rule must be rigorously enforced. In cases where a parent is legally denied access to their child, all staff must be informed in writing of the circumstances, together with a photo of the child and the parent, if possible. If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.

Measures in place to ensure a child does not go missing include:

- Information to staff about challenging unknown persons on the premises
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's lanyard and badge
- Boundary security regularly checked by maintenance teams.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken
- Collection and non-collection policy for children
- Rigorous risk assessments for trips

Following up an incident

When the situation has been resolved the Headmaster and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils.
- Informing the Chair of Governors to discuss the review and agree any further action.
- If the incident requires reporting to ISI, in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Safeguarding, Welfare and Pastoral committee meeting.

SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.