

# Winwick Church of England Primary School



## Missing Child Policy & Procedure

<b>Reviewed:</b>	March 2025
<b>Ratified by Governing Body:</b>	06.05.25
<b>Review Cycle:</b>	Bi-annually

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## Winwick CE Primary School

### Missing Child Policy & Procedure

#### OVERVIEW

Children should never be allowed to leave the premises during school time without the Headteacher's permission. It is possible that on some occasions a child may leave the premises without the knowledge or permission of the Headteacher. This policy is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

#### OBJECTIVES

1. To locate any missing child quickly.
2. To ensure that all children are kept safely on the school premises during school hours unless they have the headteacher's permission to leave.
3. To ensure that children who leave school during the school day only do so with the headteacher's permission and that they are accompanied by an authorised adult.
4. To ensure that the building, grounds and play areas are safe and secure during school hours.
5. To ensure that teachers and staff keep children under proper supervision at all times.
6. To ensure that if a child 'goes missing' during the school day, the child is located quickly and returned safely to the school.
7. To ensure that the appropriate authorities are informed should a child be deemed 'missing from education'.

#### STRATEGIES

1. If a child cannot be found by their teacher, the headteacher must be notified **immediately and told when and where the child was last seen**. Time is of the essence and prompt actions must be taken by all.
2. The remaining children will be left safe in the care of suitable staff. All other available staff will conduct a thorough search of the child's classroom, play areas, storage areas, toilets, the school building and the school grounds.
3. If the child is not found within a short period of time, the police must be called by the headteacher or staff member.
4. Members of staff, who are not supervising children, will be sent to search the area in the immediate vicinity of the school.
5. Do not run after the child – this may often place the child at a greater danger of risks e.g. running across a road or running away from the school.

6. Do walk calmly after the child and try to reassure them if they are within talking distance.
7. If a child goes missing during an outing or school visit, the teacher in charge must ensure that the remaining children are safely cared for by the other staff and adults. An urgent but thorough search should be made of the immediate vicinity and if the child is not found quickly the police must be called and the headteacher notified.
8. As soon as possible, the parents will be notified that their child is missing.
9. The LA will be notified by the headteacher that a child is missing.
10. If a member of staff finds the child the headteacher must be told at once. Parents, police and other authorities will be notified.
11. The headteacher will investigate how the incident occurred and will take appropriate action to ensure that similar events do not happen again.

## **OUTCOMES**

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

## **Missing from Education**

Where a child has not attended school, the school will follow the Attendance Policy and ensure safeguarding systems are followed to establish the child's whereabouts. Where necessary, the school should inform the Local Authority if a child is identified as 'missing from education' and the appropriate forms completed and returned to the Local Authority as soon as possible (see Appendix A).

Reviewed: July 2022, September 2023, March 2025

**APPENDIX A:****WARRINGTON**  
Borough Council**Child Missing Education Notification Form**

Your Details	Name:		Date:
	School/Organisation:	Contact number:	
Child & Family Details	Forename(s):		Surname:
	DoB:		Gender:
	Date last seen in education:		Date last seen:
	Parent(s) names and all contact details (including addresses, telephone and email):		
Referral Reason	All attempts to contact the family have failed (see checklist below)		
	Family known to have moved away but destination school unknown		
	Child did not take up allocated school place and attempts to contact have failed		

Please list details of any known siblings:

First Name	Last Name	DOB	Male/Female	Date child last attended school

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Is the child (please tick):

Looked after		Traveller		In Temp Accomodation	
Child Protection		Refugee / Asylum Seeker		Other (please state)	

Checklist must be completed before referral is submitted:

Action	Date completed	Outcome
First day contact procedure		
Contact with all known emergency contacts and relatives		
Collect further information – e.g. siblings, school community (staff other pupils, friends) other agencies		
Home visit within 5 school days		

Please provide further information about either child(ren) or family:

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Form to be forwarded to David Sampson, Attendance Officer and CME Lead, Attendance Team, 2<sup>nd</sup> Floor, New Town House, Buttermarket Street, Warrington WA1 2NH or electronically to [cme.referrals@warrington.gov.uk](mailto:cme.referrals@warrington.gov.uk)

***“Where a pupil is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register when the school and the local authority have failed, after jointly making reasonable enquiries, to establish the whereabouts of the child. This only applies if the school does not have reasonable grounds to believe that the pupil is unable to attend because of sickness or unavoidable cause.”***

Under regulation 8(1), paragraph (f)(iii) of the Education (Pupil Registration) (England) Regulations 2006

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Under regulation 8(1), paragraph (h)(iii) of the Education (Pupil Registration) (England) Regulations 2006

Under regulation 4 of the Education (Pupil Registration) (England) (Amendment) Regulations 2016