



Missing Child Procedure

(Whole School Including EYFS)

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Last Reviewed:	Spring Term 2024	Version:	5.0
Responsible:	Deputy Head Pastoral		

Missing Child

Registration occurs between:

	AM	PM
PP	08:15 to 08:35	13:35 – 13:45
MS	08:10 to 08:20	13:35 – 13:45
US	08:10 to 08:20	13:05 – 13:45

Registers are completed online, and this must be done within an allotted time zone, in order for the office to compile an accurate fire register. If the electronic registration system fails, registration information must be sent on paper to the School Office. Absence and out of school lists are viewable on iSAMS.

All children who leave early must be signed out at the School Office by their parents / appropriate adult. Absence lists will be immediately amended accordingly. Children who have appointments (visiting other schools, medical etc.) must complete an absence request form in advance using the iSAMS portal.

At the beginning of each lesson / activity the teacher should carry out an informal registration to determine if all who should be in attendance are present. If a pupil is unaccounted for, the office must be informed immediately. A pupil(s) will be sent to the front office with the Red Laminated Card (Found on the inside door frame of each classroom – this will have the room number on the card). In Pre-Prep the TA or NN should be sent to the Head/Deputy Head of PP. A member of the office staff will go to the classroom to assess the initial problem.

The office staff, together with other appropriate staff, will then carry out the following checks in order of priority:

1. School Nurse (via phone)
 2. Check music practice rooms (in person)
 3. Changing rooms & toilets (in person)
 4. Senior Leadership Rooms in main building (in person)
 5. Counsellor (by phone)
 6. The absence / out of school list
 7. Information concerning sports fixtures/activities (EVOLVE Register)
 8. The sign out board
 9. Off Games list
- If the child is still missing after above checks are complete, office staff will inform either the Head / Deputies or relevant Head of Section on the Senior Leadership Team, as well as the Director of Operations.
 - The office staff will also commence printing off 10 numbered copies of a Missing Child Report.
 - At this point a member of the Senior Leadership Team will deem this a 'Missing Child' and will follow the Missing Child Procedure below.

This procedure is designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, the following actions would be undertaken without delay:

1. The member of SLT that has deemed there to be a 'Missing Child' will report to the school office where office staff on site will start the clock and record actions taken on the Incident Log from the Missing Child pack.
2. SLT members with a school phone will use the BODET app on their phone – button 4 (Pre-recorded message 'It never hurts to keep looking for sunshine') to contact the Grounds, Maintenance and

Caretaking teams. This will also be done via radio and request they come to the school office immediately.

3. When the support teams arrive, each person will be issued with an area card from the Missing Child Pack adjacent to the Office Manager's desk, along with a printed photo of the Missing Child Report.
4. The area cards refer to the following locations:
 - i. Pre-Prep Building, Gym/Sports Hall, Boys & Girls Changing Rooms, Toilets & Playground, HUB;
 - ii. St George's Hall, Classrooms, Toilets, Swimming Pool & Changing Rooms;
 - iii. Main Building Admin Corridor, Boys & Girls Changing Rooms & East Wing Classrooms;
 - iv. Middle School Attics;
 - v. Elliott & Gardner Buildings;
 - vi. Butler Hall, Swimming pool and Maintenance area;
 - vii. Main field, Oakmead building, Summerfield and Astro turf;
 - viii. South Hill Avenue westwards down to Bus and Tube Stations;
 - ix. South Hill Avenue eastwards and around Orley Farm Road and Hill Close; and
 - x. Meadow and outwards to adjacent Mount Park Road.
5. Communications: All members of the maintenance staff are to ensure that they have their radios with them and switched on. When a satisfactory conclusion has been reached, the DOO will call stand down on the radios and the Senior Leader in charge will press button 5 on the BODET app (Pre-recorded message 'It's going to be a glorious Day').
6. Office staff to cover the telephones and maintain the Incident Log.
7. The Head's PA is responsible for the Head's phone and records all relevant events on the Incident Log as required.
8. If a child is not found, then a member of SLT is to call the police and the parents.

Missing Child Procedure when off School Premises

If a member of staff suspects a child has gone missing whilst off School premises (see [Educational Visits Policy](#)) including sports fixtures:

1. If a pupil is missing on an outing, the member of staff noticing the missing pupil should alert other members of the party and carry out a roll call/head count. If appropriate, other pupils on the visit should be asked for any relevant information.
2. The Trip Leader must ensure the safety of remaining pupils and ensure they are adequately supervised.
3. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the pupil was seen and report back.
4. If the child remains unaccounted for, the Trip Leader (or nominated person) should alert the management/security services of the organisation being visited and notify the Head or DSL of Orley Farm School. Timing of the situation should now begin.
5. Any available staff should start searching for the pupil, keeping in contact by mobile phone if possible.
6. If the child is not found within fifteen minutes, ten minutes for Pre-Prep pupils, the Trip Leader must contact the school again and update the Head. The Trip Leader will then contact the police. School procedure will then be followed by the Senior member of staff on duty at School.

7. Staff should NOT share any information about the missing child with colleagues/family members not on the trip.
7. Staff will co-operate with the police and take any action as directed by them.

Emergency Services 999/ European Emergency Number 112

Non-Emergency Number 101

***If the child is not found the police are telephoned by the senior member of staff on site no more than 30 minutes after a 'Missing Child' is called.**

***The child's parents are informed by the senior member of staff on site after the Police are contacted.**

***The Chair of Governors is informed after 1 hour.**