



Missing Child Procedure

(Whole School Including EYFS)

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Responsible:	Deputy Head Pastoral		

Missing Child

Registration occurs at the beginning of the day and in the afternoon. 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 the official paper register 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, and submit it for the Head's approval.

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. In the event that a pupil is unaccounted for, the office must be informed immediately.

If a teacher establishes that a child is missing from a lesson or activity, they should check the VMT Timetable on Firefly and ask other pupils who may know the whereabouts of the pupil. In the event that a pupil is not located, the School Office must be informed at once. The office staff, together with other appropriate staff, will carry out the following checks:

- The absence / out of school list
- Off Games list
- The sign out board
- Information concerning sports fixtures/activities
- A check of VMT music lessons
- School Nurse
- The school site
- Counsellor

If the child is still missing the office staff will inform either the Head / Deputies or relevant Head of Section and the Director of Finance and Operations. At this point a member of the Senior Leadership Team will deem this a 'Missing Child' and will follow the Missing Child Procedure.

Missing Child Procedure when off School Premises

In the event that 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 will co-operate with the police and take any action as directed by them.

Missing Child Procedure when on site

1. As soon as a "Missing Child" is called by a member of SLT, or the next senior member of staff available, the office staff on site start the clock and log all actions taken.
2. The office will print 10 copies of a "Missing Child Report" for the Maintenance Team and staff.
3. The office will immediately inform the Head Caretaker who will gather all Maintenance and Ground Staff at the School Office as quickly as possible. A search of the area will commence as follows:
 - A member of staff will be sent along South Hill Avenue towards South Harrow tube station.
 - A member of staff will be sent along South Hill Avenue towards Sudbury Hill.
 - Check of the swimming pool
 - The remaining available members of staff will be sent to search the school site as directed by the member of SLT.

Communications: All members of the maintenance staff are to ensure that they have their radios with them and switched on.

4. Office staff will cover the telephones and maintain the log.
5. The Head's PA is responsible for the Head's phone and records all relevant events on the log.

Emergency Services 999

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.**