

Missing Child Policy



Introduction

At Bridgewater our policies are regularly reviewed. This reflects current practice within school and all related government guidance and statutory requirements.

Policy Statement

The safety and security of the children in our care at Bridgewater School are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the group teacher by their parent/carer, breakfast club staff. Children who come to breakfast club register with the staff in their club and are then handed over to class staff. Older children who come into school on their own will wait in the appropriate place for their class. Staff maintain the appropriate high 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.

When on excursions off the school premises, staff implement strategies to maximize the safety and security of the children in accordance with the School's Trips policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children are split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff. The number of children is checked regularly by frequent roll calls.

In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing.

The following procedures will be followed.

On Site

Staff will maintain safety and well-being of other children.

A roll call will be taken.

A member of the Senior Leadership Team (SLT) and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.

If a child is seen leaving the school grounds a member of the SLT will immediately contact the police and parents of the child.

If the child is not found following a search of the site, a member of the SLT will contact the parents of the missing child by telephone to see if the child has arrived home. If the child is not at home or the parents cannot be contacted the police will be contacted and parents informed as soon as possible.

Off site

Staff will maintain safety and well-being of other children.

A roll call will be taken.

If the child does not respond to staff verbal requests, if staffing allows without putting the other children at risk, a search of the immediate vicinity will take place. If this is not feasible or the child is not found the police will be called

A member of staff will be delegated to inform a member of the SLT at school of the situation. The member of SLT will remain the link person between school staff, parents and the police.

The Group Leader will nominate a member of staff to stay 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.

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

Reviewed: November 2025

Next reviewed: Autumn 2027