

## **EYFS – Missing Child Procedure**

Updated: October 2025

To be reviewed: as required

### **SAFEGUARDING: MISSING CHILD PROCEDURE**

The Welfare of all of our children at Thorpe Hesley Primary School is our paramount responsibility. Every adult who works at the school appreciates that they have a key responsibility for helping to keep all of the children safe at all times. Even when all precautions are properly observed, Emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the transition points between sessions.

### **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING**

In the unlikely event of a child going missing within/from school the following procedure will be implemented immediately:

1. All staff present will be informed and an immediate and thorough search of the foundation stage class, indoors and outdoors. Carefully check all spaces, cupboards and washrooms and check the doors and gates for signs of entry/exit.
2. Take a register/ head count in order to ensure that all the other children are present.
3. Ask all adults and children calmly if they can tell us when they last remember seeing the child.
4. A Staff member will notify the head teacher or a member of the leadership team whilst other staff continue to search for the child.
5. A check with the school office for any further information which may have arisen as the result of a recent phone call to explain the absence.
6. A thorough search of the school buildings and grounds.
7. Doors and gates will be checked to ensure that the pupil could not have left the secure site. If there is a reason to believe they could have left the site, police should be informed immediately and continue to search beyond school grounds.
8. Should the child remain unaccounted for once checks have taken place, the head teacher or deputy head should inform parents, police and local authority.