



Norfolk House School

# Missing Child Policy

# Contents

<b>Section Number</b>	<b>Section Title</b>	<b>Page Number</b>
1	Aims	3
2	Scope and application	3
3	Regulatory framework	3
4	Publication and availability	3
5	Definitions	44
6	Responsibility statement and allocation of tasks	4
7	Procedure for a child going missing from school	4
8	Procedure for a child going missing from a school outing	5
9	Training	6
10	Risk assessment	6
11	Record keeping	7
12	Version control	7

## **1. Aims**

- 1.1. This is the Missing Child Policy of Norfolk House School (**School**).
- 1.2. The aims of this policy are to ensure that timely and effective steps are taken to find a child who has gone missing.

## **2. Scope and application**

- 2.1. This policy applies to the whole School including the Early Years Foundation Stage (**EYFS**).

## **3. Regulatory framework**

- 3.1. This policy has been prepared to meet the School's responsibilities under:
  - 3.1.1. Education (Independent School Standards) Regulations 2014;
  - 3.1.2. Keeping Children Safe in Education (KCSIE), (DfE, updated September 2025)
  - 3.1.3. *Statutory Framework for the Early Years Foundation Stage* (DfE, updated September 2025);
  - 3.1.4. Education and Skills Act 2008;
  - 3.1.5. Children Act 1989;
  - 3.1.6. Childcare Act 2006;
  - 3.1.7. Data Protection Act 2018 and General Data Protection Regulation (GDPR); and
  - 3.1.8. Equality Act 2010.
- 3.2. The following School policies, procedures and resource materials are relevant to this policy:
  - 3.2.1. Safeguarding and Child Protection Policy;
  - 3.2.2. Child Collection Policy
  - 3.2.3. Behaviour and Discipline Policy;
  - 3.2.4. Risk Assessment Policy for Pupil Welfare; and
  - 3.2.5. Staff Code of Conduct.

## **4. Publication and availability**

- 4.1. This policy is published on the School website and in the Virtual Staffroom.

4.2. This policy is available in hard copy on request.

## 5. Definitions

5.1. Where the following words or phrases are used in this policy:

5.1.1. references to the **Proprietor** are references to the Board of Directors of Norfolk House School Limited;

## 6. Responsibility statement and allocation of tasks

6.1. The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2. To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Head of Pastoral Care	As required, and at least termly
Monitoring the implementation of the policy, relevant risk assessments and any action taken in response and evaluating effectiveness	“ “ “	As required, and at least termly
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	“ “ “	As required, and at least annually
Formal annual review	Proprietor, Headmistress, Head of Pastoral Care	Annually

## 7. Procedure for a child going missing from school

7.1. If a child goes missing from School, the following procedure will be instigated immediately:

7.1.1. the member of staff who noticed that the child was missing will notify the Headmistress or, in her absence, the Deputy Headmistress;

- 7.1.2. A thorough search of the premises and their immediate environs will be carried out by all available staff;
- 7.1.3. All doors and gates will be checked to see if there has been a breach of security;
- 7.1.4. CCTV footage will be checked;
- 7.1.5. All registers will be checked to ensure that the child has not already been collected and that no other children are missing;
- 7.1.6. All remaining children will be taken to a place of safety where they can be supervised and reassured;
- 7.1.7. The remaining children and members of staff will be asked whether they can provide any relevant information, such as when and where the missing child was last seen;
- 7.1.8. If it appears that the child has left the premises unaccompanied, the police will be notified immediately (and in any event within 10 minutes of the child being reported missing);
- 7.1.9. Staff will conduct a search of the immediate environs;
- 7.1.10. The Headmistress will contact the parents of the missing child and ask them to attend the school. They should be requested to bring with them a recent photograph of their child;
- 7.1.11. A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies;
- 7.1.12. In the aftermath of the incident, all staff involved will follow the School's Accident, Incident and Near Miss Reporting procedure;
- 7.1.13. This Policy and any associated procedures will be reviewed thoroughly.

## **8. Procedure for a child going missing from a school outing**

- 8.1. If a child goes missing on an outing the following procedure will be instigated immediately:
  - 8.1.1. As soon as it is noticed that a child has gone missing the staff must complete a full headcount to ensure no other child is missing;
  - 8.1.2. One member of staff should search the immediate vicinity, but not go beyond that;
  - 8.1.3. Another member of staff should remain with the children and reassure them, asking if they have seen the missing child;

- 8.1.4. Depending on the venue, teachers should contact the staff who work there to draw upon their knowledge of the site and use their facilities to aid the search;
- 8.1.5. Exit points which may lead to roads should be checked in the first instance. Steps should be retracted and all areas of the site checked, including toilets and shops as well as areas where a fall or accident may have taken place;
- 8.1.6. If the child is not found within 5 minutes, the visit leader should contact the police by calling 999 and report the child as missing;
- 8.1.7. The visit leader will be the point of contact for the police. Over staff will take the remaining children back to school;
- 8.1.8. The Headmistress will contact the parents of the missing child and agree a place to meet (school or the venue). The parents should be requested to bring with them a recent photograph of their child;
- 8.1.9. A note should be made of what the child was wearing and of any distinguishing features for disclosure to the police or other agencies;
- 8.1.10. In the aftermath of the incident, all staff involved will follow the School's Accident, Incident and Near Miss Reporting procedure;
- 8.1.11. This Policy and any associated procedures will be reviewed thoroughly.

## **9. Training**

- 9.1. The School ensures that regular guidance and training is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles.
- 9.2. The level and frequency of training depends on role of the individual member of staff.
- 9.3. The School maintains written records of all staff training.
- 9.4. Staff will be trained to understand the types of disabilities and how to deal with pupils who are disabled. Staff will not be expected, unless medically qualified or trained, to administer medication.

## **10. Risk assessment**

- 10.1. Where a concern about a pupil's welfare is identified, the risks to that pupil's welfare will be assessed and appropriate action will be taken to reduce the risks identified.

10.2. The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue, including the use of individual pupil welfare plans (such as behaviour, healthcare and education plans, as appropriate). Regardless of the form used, the School's approach to promoting pupil welfare will be systematic and pupil focused. Please see clause 6 for details of the individuals with responsibility for carrying out, monitoring, implementing and reviewing the effectiveness of risk assessments under this policy.

## **11. Record keeping**

11.1. All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

11.2. The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with data protection law. The School has published privacy notices on its website which explain how the School will use personal data.

## **12. Version control**

Date of adoption of this policy	January 2020
Date of last review of this policy	12.2.26
Date for next review of this policy	12.2.27
Policy owner (SLT)	Head of Pastoral Care
Policy owner (Proprietor)	Chair of Directors