Low Ash Primary School

Safeguarding Policy Appendix 3d - Child Missing from School Protocol – November 2026

As soon as you discover a child is missing:

STEP 1
Alert the Headteacher /Deputy Headteacher and Business Manager **immediately** stating last known location of the child. **All exits should be secured.** The Business Manager should instruct staff to monitor school's main reception and prevent any person from leaving the building. (Even if an adult leaving the building does not have the missing child with them it is important they remain as they may have information to help locate the child).

STEP 2
The Headteacher should instigate a controlled search starting at the last known location. This should be carried out systematically and include all school buildings and grounds. Care should be taken to prevent panic.

STEP 3
If the child is not located the Headteacher or member of the Leadership Team should inform the Police **immediately** or delegate someone to dial 999 and provide relevant information.

STEP 4
Unless otherwise directed by the Police, the Headteacher or member of the Leadership Team should inform parents/guardians (by telephone) of current status. This conversation should be carefully managed and pertinent details shared with the Police. School's Business Manager should prepare a room to support parents/ guardians should they arrive on-site.

STEP 5
On arrival of the Police, the Headteachers should ensure all known facts are given to officers. A request can be made for the Police to assist with further school and parent / guardian liaison.

STEP 6
Headteacher or member of the Leadership Team to commence a critical incident log and accurately document all actions/relevant factual information. Ensure times and dates are recorded.

STEP 7
If the child is not located or known to have been abducted the Head Teacher or member of the Leadership Team should alert the Local Authority Director of Education and school's Chair of Governors (in their absence the Vice Chair should be notified).

STEP 8
No press briefing should be made unless directed by the Police, with the input from the Local Authority Media Relations Office.

STEP 9
The Headteacher or member of the Leadership Team to hold a staff briefing when possible to advise of the current situation. Ensure staff are aware of information sharing protocols.

STEP 10
Under the direction of the Head Teacher or member of the Leadership Team all staff should work with multi- agency partners to ensure parents, guardians and family members are supported whilst the matter is resolved.

STEP 11
Post Event: The Headteacher or member of the Leadership Team to arrange an emergency governing body meeting to review school's critical incident paperwork and safeguarding arrangements.