



1.14 Policy for a Lost Child (EYFS & KS1-3)

Reviewer responsible:	Head / Deputy Head Pastoral	Date of last review:	09/26
Reviewed by:	MSC/KSH	Date of next review:	09/27
Authorised by:	Exec		

Lost Child Policy

Aim

We aim to keep children safe and secure at all times, whether on school premises or in our charge off site. We take all reasonable precautions to ensure the safety of children and respond immediately and proportionately if a child is believed to be missing.

This policy applies across EYFS and KS1-3 and should be read alongside the Safeguarding and Child Protection Policy, Attendance Policy, Educational Visits Policy and Non-Collection of Children Policy.

Legal and regulatory framework

This policy has regard to Keeping Children Safe in Education 2026; Working Together to Safeguard Children 2026; the Early Years Foundation Stage statutory framework for group and school-based providers (effective 1 September 2026); the Education (Independent School Standards) Regulations 2014, in particular Part 3; and current ISI inspection requirements. Health and safety reporting will be considered in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and HSE guidance for schools.

Procedures for Registration and Supervision

All children are registered twice a day, at the start of the school day and at the beginning of the first lesson after lunch. The registers are completed online and the school secretaries (OB/JCB/PGB) keep a sign-out record of any child leaving or returning during the day. Any unexplained absence or discrepancy must be followed up promptly in accordance with the Attendance Policy and safeguarding procedures.

When there is a trip off the school premises, it is the responsibility of the staff taking the trip to ensure that regular headcounts/registers are undertaken, online or in paper format, at appropriate points. The frequency will depend on the nature of the trip, the mode of transport and the location (see Educational Visits Policy).

Staff take appropriate emergency information, including children's parent/carer and emergency contact details, a mobile phone and a first aid pack. The equipment and information carried will be proportionate to the venue, number and needs of the children and the duration of the visit.

Children are appropriately supervised throughout school hours, including during lessons, break and meal times, PE and Games lessons and after-school clubs. For EYFS children, staffing arrangements must meet their needs and ensure their safety; children must usually be within sight and hearing of staff and always within sight or hearing.

At the end of the school day or after activities, children are only allowed to leave the school premises with their parent or an adult authorised by the parent. EYFS children are released only into the care of individuals of whom the parent/carer has explicitly notified the school. Children in Year 6 and above may leave the school premises alone only where written parental permission has been given and recorded by the school.

In the Middle and Upper Schools, if no approved adult is there at normal pick-up time, the teacher on sign-out will take the child to the seating area in reception in the relevant building. The JCB/PGB secretaries will contact the parent(s) and the child will join Late Club until the approved adult arrives. Children will be sent to wraparound care once Late Club finishes. If a parent has not arrived by 4.30pm (Years 3-5), 4.45pm (Years 6-8), or 5.30pm following clubs, the Non-Collection of Children Policy will come into effect.

In the Lower School, if no approved adult is there at normal pick-up time, the teacher on sign-out will take the child to Late Club. If no approved adult has arrived by 4pm, the person on duty will inform

the OB secretary, who will contact the parents. Children will be sent to wraparound care once Late Club finishes. If they have not been collected by 4.30pm, or thirty minutes after the end of an after-school club, the Non-Collection of Children Policy will come into effect.

When a child is collected during the school day, whether due to illness or a prearranged appointment, they must be collected from School Reception (OB/JCB/PGB) so that their departure is recorded. Pupils are not permitted to leave the school premises on their own during the school day.

It is the responsibility of every member of staff teaching or supervising children to maintain appropriate supervision and to report immediately any concern that a child cannot be accounted for. Visitors are recorded on arrival and departure, must follow the school's visitor procedures and wear the appropriate lanyard. Parents attending during or after the school day should report to the relevant school office. CCTV operates at the entrances to all three buildings and may be reviewed by authorised staff where this assists an urgent search, in accordance with the school's data protection arrangements.

Missing child procedure in school

If a child cannot be accounted for, the response must begin immediately. Staff should not wait for a fixed period before escalating the concern. The child's age, vulnerability, circumstances and any indication that the child may have left the site must inform the urgency of the response.

- The person who discovers that the child is missing immediately informs the school secretary in the relevant building and a member of SLT. The DSL or a deputy DSL must be informed as soon as practicable.
- The register, sign-out information, clubs/activities lists and any known authorised movements are checked immediately to confirm when and where the child was last seen and whether any other child is unaccounted for.
- Available staff carry out a coordinated search of the building, toilets, playgrounds and other appropriate areas without leaving other pupils inadequately supervised.
- Doors, gates and relevant access points are checked for any possible breach of security. Where helpful, authorised staff may review relevant CCTV promptly.
- The intercom may be used to ask for the child's whereabouts and, where appropriate, to ask the child to report to reception. Staff should consider whether a general announcement could create any additional risk in the particular circumstances.
- A member of SLT coordinates the response, establishes the facts and records key times and actions.
- If there is reason to believe the child has left the premises, is at immediate risk, or the initial search does not locate the child promptly, the police must be contacted without delay. There is no requirement to wait ten minutes where circumstances indicate that an earlier police report is appropriate.
- Parents/carers are contacted promptly and kept informed. The DSL/deputy DSL considers whether Children's Social Care or any other safeguarding agency should also be contacted.
- When the child is found, their immediate welfare is checked, parents/carers and any agencies involved are informed, and the child is given appropriate reassurance and support.

Missing child procedure on a school trip

If a child goes missing from a school trip where parents are not attending and responsible for their own child, the following procedure applies:

- As soon as it is noticed that a child is missing, the trip leader is informed immediately. Children are brought together with their designated adults and a register/headcount is taken to confirm who is missing and that no other child is unaccounted for.
- The trip leader establishes when and where the child was last seen and alerts venue staff/security immediately where applicable.
- One or more staff, as appropriate to the risk assessment and without compromising supervision of the remaining children, search the immediate vicinity and agreed safe search areas. Staff should not place themselves or other children at risk.
- The Head or, in her absence, a Deputy Head is informed immediately and coordinates the school response. The DSL/deputy DSL is informed. The Head may attend the venue where this is appropriate and helpful, but this must not delay contact with emergency services.
- The police are contacted without delay once the child is confirmed missing and cannot be located immediately, or sooner where the circumstances indicate heightened risk. Venue security arrangements do not replace the school's responsibility to ensure that the police are contacted when necessary.
- The child's parent(s)/carer(s) are informed promptly by the Head, a member of SLT or a person delegated to do so and are told what action is being taken and where they should go.
- The remaining children continue to be safely supervised. The trip leader, in consultation with the Head, decides whether they should remain at the venue or return to school; they should not automatically be moved if doing so would hinder the search or create additional risk.
- When the child is found, their immediate welfare is checked and the police, parents/carers, Head and any other agencies involved are informed without delay.

The investigation and follow-up

Following any incident in which a child has been missing or temporarily unaccounted for, the Head, DSL or delegated senior leader will ensure that the circumstances are reviewed. The level of investigation will be proportionate to the seriousness of the incident and will include written accounts from relevant staff where appropriate.

An incident/safeguarding record will be made on CPOMS and will include:

- the date and time of the incident and report;
- the staff and children involved;
- when and where the child was last known to be present;
- the circumstances leading to the child being identified as missing;
- the searches, calls and other actions taken, with key times;
- decisions made and the rationale for those decisions;
- when and where the child was found and their condition/welfare;
- communications with parents/carers, police, Children's Social Care or other agencies; and
- the outcome, lessons learned and any actions required to reduce the risk of recurrence.

Where there is any safeguarding concern, the matter will be managed in accordance with the Safeguarding and Child Protection Policy and KCSIE 2026, including referral to Children's Social Care or the police where appropriate. If the incident raises a concern or allegation about the conduct of an

adult, the school's safeguarding procedures for concerns/allegations about adults will be followed.

The school will review relevant risk assessments, supervision, site security and trip arrangements after the incident and will implement any necessary changes. Governors/proprietors will be informed where the seriousness of the incident or safeguarding implications make this appropriate.

RIDDOR and other notifications

A missing-child incident is not automatically reportable under RIDDOR. The school will consider whether a RIDDOR report is required only where the statutory reporting criteria are met, for example where a work-related accident results in a reportable injury. Any other statutory or regulatory notification will be made where required. Records of the incident will be retained in accordance with the school's safeguarding and record-retention arrangements.