



**Ivington C of E  
Primary and  
Pre-school**

*Reaching together with the Fruit of the  
Spirit (Galatians 5:22-23)*

**Pre-school Child Missing Policy**

## Approval of the Governing Body

This document is a statement of the aims, principles, and strategies for:

### **Pre-school Child Missing Policy**

At

**Ivington C.E. (VA) Primary and Pre-school.**

It was revised during the:

**Spring Term 2025**

It has been agreed and is supported by the teaching staff and the governing body.

We aim to review this policy during the:

**Spring Term 2027**

Or sooner if necessary.



## **Linking with our Vision – Reaching together with Love, Joy and Peace (Galatians 5:22-23)**

**To provide a caring, Christian ethos for the school, which inspires and excites a shared enthusiasm for life and learning.**

At Ivington CE Primary and Pre-school, through our strong Christian ethos and focus on nine important Christian values, we are committed to providing a deeply nourishing, spiritual, ambitious, and broad curriculum.

Our motto, 'Reaching together' underpins our belief in equality of opportunity for all, where we actively endeavour to promote understanding and appreciation of our diverse society and give each child a special place in the world where they feel valued, essential to our community and equipped with the necessary skills to make a positive contribution.

We perceive our role to be opening a 'Window on the World', through which our pupils are actively encouraged to develop respect for the beliefs and cultures which enrich their everyday lives and encourage others to do likewise.

We strive to eliminate inequality through our deep Christian ethos of respect and understanding of all groups in society, which ensures that everyone at Ivington will be treated fairly despite his or her creed, colour, disability, or gender.

More details are available in our Inclusion, Racial Equality and Equal Opportunities policies.

The health, safety, and welfare of all the people who work or learn at our school are therefore of fundamental importance. We aim to provide a safe, secure, and pleasant working environment for everyone. The governing body, along with the LA, takes responsibility for protecting the health, safety and welfare of all children and members of staff.

## **Pre-school Child Missing Policy**

Children's safety is our highest priority, both on and off the premises. Every attempt is made, through the implementation of our outings procedure and our exit/entrance procedure and the supervision of children ensures the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

### **Procedures**

#### **Child going missing on the premises.**

- As soon as it is noticed that a child is missing, the child's key person/the relevant member of staff alerts class leader.
- The register is checked to make sure no other child is missing
- The teacher will carry out a thorough search of the building and outside areas.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Miss Thompson, school staff and Mrs Smith are informed.
- If the child is not found, Miss Thompson calls the police immediately and reports the child as missing. If it is suspected that the child may have been abducted, the police are informed of this.
- The parent(s)/carer are then contacted and informed.
- A recent photo and a note of what the child is wearing is given to the police
- The teacher talks to staff to find out when and where the child was last seen and records this
- The head teacher (Mrs Smith) contacts the Local Authority and reports the incident.

#### **Child going missing on an outing.**

This describes what to do when our staff, have taken the children off site for an outing.

- As soon as it is noticed that a child is missing, the staff members on the outing ask children to stand with their adult and carry out a headcount to ensure that no other child is missing.
- One staff member searches the immediate vicinity, but does not search beyond that
- Site / centre management at location of outing informed
- The Teacher in charge of the trip contacts the police and reports that child as missing
- Miss Thompson, Mrs Backhouse and Mrs Smith are contacted immediately and the incident is recorded.
- Parents/ carers are informed (if they are not on site/visit)
- Our staff take the remaining children back to the setting as soon as possible
- According to the advice of the police, a senior member of staff, should remain at the site where the child went missing and wait for the police to arrive.
- A recent photo and a description of what the child is wearing is given to the police
- SLT contacts the Local Authority and reports the incident.
- Our staff keep calm and do not let the other children become anxious or worried.

## The investigation

- Ofsted are informed as soon as possible and kept up-to-date with the investigation.
- Mrs Backhouse, Mrs Smith, together with the trip leader speaks with the parent(s) and explains the process of the investigation.
- The parent(s) may also raise a complaint with us or Ofsted.
- Each member of staff present writes an incident report detailing: -
  - The date and time of the incident.
  - Where the child went missing from e.g. the setting or an outing venue.
  - Which staff/children were in the premises/on the outing and the name of the staff member who was designated as responsible for the missing child.
  - When the child was last seen in the premises/or on the outing, including the time it is estimated that the child went missing.
- What has taken place in the premises or on the outing since the child went missing.
- The report is counter-signed by the senior member of staff and the date and time added.
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all our staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff and parents.
- Children's social care may be involved if it seems likely that there is a child protection issue to address.
- In the event of disciplinary action needing to be taken, Ofsted are advised
- The insurance provider is informed.
- Review all relevant policies and procedures