



Missing Child Policy (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Last Reviewed: September 2025

Frequency of Review: Every 3 years

Next Review Due: September 2028

1. Introduction

All children are in the care of Our Lady of Sion School during the school day. This policy sets out procedures for the safe collection of children and actions to take in the unlikely event of a child going missing.

2. End-of-Day Collection

2.1 EYFS and Junior School

- EYFS and Junior School children are handed over to the care of parents/carers at the end of the school day.
- Handover is supervised by a member of Junior School staff.
- EYFS parents use a password system when someone else is collecting their child.
- Parents must inform EYFS staff if a non-parent/carer will be collecting.
- EYFS children will only be released to authorised adults with password verification.

Procedure if a child is not collected:

1. Staff check for messages relating to late collection.
2. Staff attempt to contact parents or authorised collectors.
3. If unsuccessful, staff work through the emergency contact list.
4. If one hour after normal pick-up, or by 5:00 pm (whichever is later), West Sussex Social Services (WSSS) will be contacted.
 - Afternoon clubs finish at 5:00 pm; if necessary, parents are contacted at 5:10 pm and WSSS at 6:00 pm.
5. WSSS will locate a parent or authorised adult while two staff members remain with the child.
6. Staff will not leave school to search for parents.
7. Staff must not take the child home.
8. If all measures fail, the child may be admitted into the care of the local authority.
9. A full written report is recorded in the child's file.

2.2 Senior School

- Senior School pupils may leave independently at the end of the school day.
- Sixth Form and Year 11 pupils may leave at certain times during the day with parental permission.
- Pupils must sign in and out at the Senior School office.

3. Site Security

3.1 EYFS

- Access and exit doors (excluding fire exits) are secured.
- Safety gates are in place where appropriate.

3.2 Junior & Senior School

- Children cannot climb out of open windows.
- Outside activity areas are secure and supervised.
- Staff-to-pupil ratios for off-site activities follow the **Educational Visits Policy**.

4. Procedure – Child Missing on School Premises

1. Class teacher checks class register against the attendance register.
2. Notify Deputy Headteacher or Senior Management Team.
3. Staff ensure the child is not elsewhere in the building, including toilets.
4. Staff search beyond the building and review CCTV if necessary.
5. Ask other children if they have seen the missing child.
6. Contact parents after a thorough search:
 - Junior School: within 10 minutes
 - Senior School: within 30 minutes
7. Alert police if the child is not found on premises and not taken by a parent without record.
8. Follow Safeguarding Policy to determine whether to contact children's social care.
9. Complete the attendance register twice daily and record any early collections.

5. Procedure – Child Missing Off-Site

1. Staff in charge attempt to contact the pupil.
2. Check with other pupils for information.
3. Contact the venue or persons the pupil was visiting, if applicable.
4. If the pupil is not located, contact Deputy Headteacher (Junior School) or Senior Management Team for further action, including contacting parents, hospitals, MASH, and police.
5. Record all actions and outcomes in **CPOMS**, including:
 - Pupil's name
 - Relevant times and dates
 - Actions taken
 - Police or MASH involvement
 - Staff involved

6. Additional Considerations

- Staff take all precautions to ensure pupil safety while in school.
- Staff maintain supervision appropriate to year group and activity.
- Policies for visits, trips, and off-site activities are followed carefully.

7. Related Documents

Educational Visits Policy

Safeguarding & Child Protection Policy

Behaviour Policy