



Castle Primary School

Missing Child Policy

REVIEW DATE: SEPT 2025

Rationale: To outline procedures to follow if a child is missing

| Scenario | Action |
|--|--|
| Not arrived at school | <ul style="list-style-type: none">• Check with class/friends• Office to contact parent/carer before 9:20 phone call• Contact police if family/school do not know where the child is. |
| Child leaves school, but does not arrive home (parent/carer initiated). | <ul style="list-style-type: none">• School to check with staff• School to contact friends, staying in touch with parent• Advise parent to contact police• School to stay in touch with parent to discover outcome |
| Child leaves school without permission(runner) | <ul style="list-style-type: none">• Ascertain exactly last time seen• Alert available staff to search• Contact parent• Contact police |
| Child missing on school trip | <ul style="list-style-type: none">• Gather group together and stay in one place• Supervise group with staff whilst other staff conduct a local search• Contact Police• Contact school who will contact parents |
| Child seen or reported to be abducted | <ul style="list-style-type: none">• Immediate 999 call• Talk to who saw it• Contact parents |

Any pupil who is subject to a care order/ or involved with social services through safeguarding issues who does not arrive at school may be at risk. It is therefore absolutely essential that the office is informed immediately so that the designated safeguarding officers can contact the home and social services/EWO immediately. Under certain circumstances it might be necessary to visit with a member of staff.

If the child is missing after school or on a trip then the school should be manned until the child is found. The school should also consider the following:

- Contact with Chair
- Informing LA and press office

What to do after

Members of the leadership team and staff involved should hold a meeting to establish causes and factors involved.

Meet with pupil and parent.