



Blackmoor Park Infant School and Kindergarten: Missing Child Policy

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We are a rights respecting school. All our policies and procedures are written and reviewed to ensure that children's rights, as detailed in the United Nations Convention on the Rights of the Child, are respected and promoted and this policy ensures:

Article 3 — Best Interests of the Child:

The best interests of the child must be a top priority in all decisions and actions that affect them.

Article 19 — Protection from Violence, Abuse, and Neglect:

Children have the right to be protected from being hurt and mistreated, physically or mentally.

Article 9 — Separation from parents:

Children should not be separated from their parents unless it's in their best interests. The policy works to reunite children with their parents or carers as soon as possible while involving authorities if necessary.

Article 28 — Right to Education:

Parties recognise the right of the child to education, and with a view to achieving this right progressively and on the basis of equal opportunity.

Article 36 — Protection from All Other Forms of Exploitation:

Parties shall protect the child from all other forms of exploitation prejudicial to any aspects of the child's welfare.

Missing Child Policy at Blackmoor Park Infant School and Kindergarten

Policy Statement:

At Blackmoor Park Infant School and Kindergarten, the safety and well-being of the children in our care are of utmost importance. In the event that a child is suspected to be missing, the following procedures will be followed to ensure a swift and thorough response, safeguarding the child's welfare.

1. Purpose:

This policy outlines the steps to take in the rare event that a child goes missing from the kindergarten, including actions to be taken by staff, communication protocols, and how we ensure the continued safety and security of all children.

2. Aims:

- To provide clear guidelines for staff to follow if a child goes missing.
- To ensure swift action to locate the child.
- To inform and involve parents and appropriate authorities when necessary.
- To review procedures to prevent any future occurrences.

3. Procedures:

If a child is noticed as missing, the following steps will be taken immediately:

A. Initial Search and Assessment:

- As soon as a child is identified as missing, staff should conduct a thorough search of the immediate vicinity, including all rooms, outdoor areas, and toilets.
- Staff should ensure that the child is not in any of the areas they typically access and check with other children or staff members who might have seen the child.
- Staff should quickly assess if the child may have wandered off or been taken by a parent/guardian who had not informed the school.

B. Alerting Key Staff Members:

- The designated safeguarding lead (DSL) and other senior staff members must be notified immediately.
- Other staff members should assist in the search and maintain a calm and methodical approach.

C. Informing Parents/Guardians:

- Once it is clear that the child is missing, the child's parents or guardians must be informed as soon as possible.
- The school will provide as much detail as possible to the parents/guardians, including any steps taken so far.

D. Contacting Authorities:

- If the child is not found within 20 minutes, the nursery must contact local authorities, including the police.

- The police will be informed of all available information regarding the child, the circumstances of their disappearance, and any other relevant details.
- The designated safeguarding lead will remain the point of contact between the school and the authorities.

E. Record Keeping:

- A written record of the event will be kept, noting the time the child was last seen, the actions taken to locate them, and all communications with parents and authorities.
- Staff members involved in the search and the handling of the situation will also document their actions and observations.

4. Post-Incident Review:

- Once the situation is resolved and the child has been safely located, a thorough review of the incident will be carried out by the senior leadership team.
- All staff involved will meet to discuss what happened, what worked well, and any areas for improvement.
- A report will be created, and the findings will be shared with parents, if applicable, to provide transparency.

5. Preventative Measures:

- To prevent the risk of a child going missing, we have strict safeguarding procedures in place:
 - Sign-in/sign-out registers are used for all children and staff members.
 - Visitors to the nursery are logged, and identification checks are carried out.
 - High adult-to-child ratios are maintained at all times.
 - All gates and doors to the outside areas are secured and checked regularly.
 - Staff are trained in safeguarding and emergency procedures, including how to react if a child goes missing.

6. Communication with Parents:

- Parents are encouraged to communicate any changes in their child's pickup arrangements to staff beforehand.
- In the event of any concerns regarding the safety of the nursery or its procedures, parents should immediately speak with the senior leadership team.

7. Conclusion: At Blackmoor Park Infant School and Kindergarten, we are committed to ensuring the safety and well-being of every child. While incidents of children going missing are extremely rare, we will always take the necessary actions to locate and ensure the safety of any child who is unaccounted for. Our team works diligently to prevent such situations, and if one does arise, we will act swiftly and efficiently to resolve it.