



Newland House School

Missing Child Procedure

Updated	September 2024
Updated by	Deputy Head (Prep) and Deputy Head (Pre-Prep)
Authorised by	Chris Skelton, Head

This Policy applies to all sections of the school, including the Early Years Foundation Stage

What to do if a child is reported missing

- Check with all other adults, namely receptionist and class teachers as to whether the child has been granted permission to leave the room/classroom or premises.
- Take note of the time.
- Search the immediate surroundings as well as Learning Enrichment rooms, music rooms, after school/breakfast club (if appropriate) as well as outside. If there is no sign of the child after 5 minutes, call radio response and get all available adults on site to search both ends of the building, allocating staff to specific areas. A coded message will be sent to all staff via the intranet which will take the form “[Child’s name] has lost their paper aeroplane”. All staff should look around the immediate vicinity and the nearest toilets for the child without endangering the safety of other pupils in their care. If the child is found, Reception should be informed immediately.
- Ensure all exit routes are secure.
- Check that the main entrance is secure and has not been unsupervised. If after 15 minutes the child has not been found the receptionist will inform the police and the parents. The first hour is vital. The Receptionist will use the pupil’s profile on 3SYS to supply all the relevant information as well as the likely direction of where the child may go. All CCTV camera footage of the school can be accessed by the computer in Prep school reception.
- If the child is at risk or involved in any custody issues the police and other agencies need to be informed earlier.
- Once the alert is over, a message stating that the ‘Missing paper aeroplane has been found’ will be sent via the intranet.
- The details will be fully documented and evaluated after the incident. A further investigation may be necessary at this time. Ensure that the SLT and the form teacher are informed of the incident and all relevant details.
- The parents will be invited to meet with either the Head, the Deputy Head (Prep) and/or (Pre-Prep) or EYFS Lead to reassure them that all necessary actions had been taken and will be briefed on the evaluation of the incident.