



## **Missing Child Policy**

### **Policy and procedure for dealing with a child missing from class**

**Review cycle:** Every year (School), Every 3 years (G)  
**Review by:** SMT, G(H&S), G(Board)

**Last SMT Approval** Autumn 2025  
**Next SMT Approval** Autumn 2026

**Last Governor Approval** Spring 2025  
**Next Governor Approval** Spring 2028

**Policies linked to:**

- EYFS Policies
- Behaviour Policy
- Safeguarding and Child Protection Policy

**This document also appears on:**

- School Website
- Staff Intranet

THIS POLICY ALSO APPLIES TO EARLY YEARS

*(This document does not cover normal absences through illness etc which are covered elsewhere. This policy covers all sections of The Beacon, including the EYFS, as appropriate.)*

Colleagues should always be aware of which child's should be in a lesson so that absences are discovered at the start of each lesson. In some circumstances, it may be possible to obtain a credible explanation for a child's absence from the lesson from his classmates; colleagues should use their judgement to decide what is credible, based on knowledge of the child in question and on experience. In the event that the absence remains unexplained or if the staff member is at all uncertain however, the following procedure, in the following order, must be followed. In each case, wait for an outcome before proceeding to the next step.

Check Absentee list on ISAMS (click on View Registration Status Report in Registration Manager)

1. Check Pupil's timetable on ISAMS
2. Check if at a sport fixture, music or drama lesson using SOCS.
3. Send messages (via a runner, if necessary) to the school office, the Music Department, the Learning Support Centre, the Medical Centre and/or the School Counsellor.
4. Send a message to the child's tutor.
5. Send a message via email to "All Staff". (send email to self and BCC in 'All Staff')
6. Send an urgent request for assistance from Deputy Head Pastoral or another senior member of staff.
7. Call together the child's peers and ask whether they have any information as to where he might be.
8. The DSL or one of the DDSLs or ASLs must be informed (if s/he is not already alerted) in case there are issues to be taken into consideration.
9. If the whereabouts of a child have not been determined at this stage, the senior member of staff present will organise a search of the site including Willsfield as well as having the CCTV footage available reviewed. Those likely to be participating in the search are: grounds' and bursarial staff, Medical team, School Counsellor, members of staff who are free. Thereafter, the following steps must be taken:
10. A senior member of staff should telephone the child's parents or nominated emergency contacts if parents are not available, to inform them of the situation and to ascertain:
  - whether the child is at home;
  - whether the parent knows of any reason why the child might have absconded;
  - whether the parent has any idea where the child might choose to go.
11. Extend the search to surrounding roads by car
12. Advice from the police (Schools' Liaison Officer) is that at the point where parents are contacted, the parents should be asked whether they wish the police to be notified.