

## Missing Child Procedure



**Aim of policy:** To ensure the immediate, safe and effective response if a child goes missing while in our care, minimising risk and ensuring safeguarding procedures are followed correctly.

<b>Business Name:</b>	JM Sports Coaching Hartlepool
<b>Location(s):</b>	Stranton Primary School
<b>Designated Safeguarding Lead (DSL):</b>	Zoie Murray
<b>Deputy DSL:</b>	Jonny Murray
<b>Emergency Contact Number:</b>	07805639599
<b>Applies to:</b>	All staff, volunteers, and external providers
<b>Age Range:</b>	3–13 years

### Definition of a Missing Child

A child is considered missing if:

- They are not present during a register check or headcount.
- They cannot be located within the designated activity area.
- They leave the premises without authorisation.
- They fail to return from toilets or another supervised area within an expected time.

### Prevention Measures (Daily Controls)

- Secure perimeter (gates/doors locked or monitored)
- Clear sign-in and sign-out procedure
- Password collection system

#### Regular headcounts:

- At arrival
- Before and after transitions
- Before leaving an area
- After lunch
- Before home time
- Staff positioned at entrances/exits
- Children briefed on boundaries and rules

### Immediate Action Procedure (On-Site)

#### Step 1: Confirm

- Conduct an immediate headcount.
- Check register.
- Ask staff when child was last seen.
- Check toilets and nearby activity areas.

Time frame: **No longer than 2–3 minutes before escalating.**

### Alert Senior Staff

#### Step 2:

- Inform Designated Safeguarding Lead immediately.
- All staff remain calm and reassure other children.
- One staff member supervises group while others search.

## Controlled Search (Maximum 10 Minutes)

### Step 3:

Search:

- Toilets
- Storage rooms
- Entrance
- Both halls
- Quiet areas
- Outdoor boundaries
- Behind equipment
- Inflatable areas
- Craft rooms
- Areas of school not used in case the child has gained access
- If staffing allows ask site supervisor to check CCTV

### Staff must:

- Carry mobile phones
- Communicate clearly
- Not leave remaining children unsupervised

## Escalation (If Not Found Within 10 Minutes)

### Step 4:

#### If child is not located:

1. Call Police (999).
2. Provide:
  - Child's name
  - Age
  - Description (clothing, hair, distinguishing features)
  - Last known location
  - Medical needs (if applicable)
3. Inform parent/carer.
4. Notify head teacher of school/CEO of Trust.

## Parent Communication

### Parents must be informed:

- As soon as police are contacted
- If child is found after escalation
- With full factual explanation (no speculation)

### All communication should be:

- Calm
- Transparent
- Recorded

## If the Child Is Found

- Inform all staff immediately.
- Inform police (if already contacted).
- Check child for injury or distress.
- Offer reassurance.
- Record full incident.
- Conduct internal review.

## Post-Incident Actions

- Complete Incident Report
- DSL review within 24 hours
- Identify how child left supervision
- Update risk assessment if necessary
- Consider notifying Ofsted/local authority
- Review staff deployment and supervision ratios

## Additional Controls for 3–5 Year Olds

- Closer supervision
- Toilet buddy system
- Staff positioned outside toilets
- Smaller activity zones
- More frequent headcounts

## Safeguarding Notes

A missing child incident must always be treated as a potential safeguarding concern.

If there are any concerns of:

- Abduction
- Grooming
- Suspicious adult behaviour

Police must be informed immediately.

## Recording Requirements

Incident form must include:

- Date & time
- Location
- Staff present
- Last known sighting
- Timeline of actions taken
- Time police informed (if applicable)
- Time parent informed
- Outcome
- Review actions

Records stored securely in line with Data Protection Policy.

# Missing Child Incident Record Form



<b>Name of person filling this report:</b>	
<b>Location:</b>	
<b>Date of Incident:</b>	
<b>Time of Incident:</b>	

Child Details	
<b>Full Name:</b>	
<b>Gender:</b>	
<b>Group:</b>	
<b>Medical Needs / Allergies:</b>	

Staff Present		
Name	Role / Position	Contact Info

Incident Details		
<b>Last Known Sighting (Time &amp; Location):</b>		
<b>Location Where Child Was Missing:</b>		
<b>Initial Action Taken:</b>		
<b>Timeline of Actions Taken:</b>		
Time	Action Taken	Staff involved

<b>Emergency Services Involvement</b>	
<b>Police Informed:</b>	<b>Yes/No</b>
<b>Time Police Informed:</b>	
<b>Officer / Case Reference (if applicable):</b>	
<b>Other Emergency Services Contacted:</b>	
<b>Parent / Carer Notification</b>	
<b>Parent / Carer Informed:</b>	<b>Yes/No</b>
<b>Time Notified:</b>	
<b>Name of Person Contacted:</b>	
<b>Method of Contact (phone/email):</b>	
<b>Outcome</b>	
<b>Child Found:</b>	<b>Yes/No</b>
<b>Time Child Found:</b>	
<b>Location Found:</b>	
<b>Condition of Child:</b>	
<b>Actions Taken with Child:</b>	
<b>Review Actions / Follow-Up</b>	
<b>Cause / Contributing Factors:</b>	
<b>Lessons Learned / Changes to Procedures:</b>	
<b>Staff Debrief Completed:</b>	
<b>Date of Review:</b>	
<b>Authorisation</b>	
<b>Staff Completing Form: (Signature)</b>	
<b>DSL Review: (Signature)</b>	
<b>Date:</b>	

#### **Data Protection**

- This form must be stored securely in line with the **Data Protection Policy**
- Access restricted to authorised personnel only

- Retained for minimum of [insert legal requirement per country] years