



MISSING CHILD POLICY

Whole School Policy - Including EYFS

Last review date: July 2026

Latest review date: July 2027

Staff responsible: Florence Clayton (Assistant Head Pastoral & DSL)

Chair of Governors: Mark Taylor

Safeguarding Governor: Keith Brown

This policy should be read in conjunction with the following St Michael's policies:

- *Safeguarding and Child Protection Policy*
- *Attendance Policy*
- *Supervision Policy*
- *Supervision and Safety on School Trips Policy*
- *Health and Safety Policy*
- *Major Incident Policy*

Rights Respecting School policy statement

Our school's vision and values have at their heart the importance of treating each other as we would want to be treated ourselves. This is one of the reasons why the work of UNICEF and Rights Respecting Schools is so significant to us. We are committed to respecting, upholding and promoting the rights of every child. This policy links specifically to our commitment to the the following articles:

- *Article 3 - Best interest of the child*
- *Article 4 - Making rights real*
- *Article 6 - Life, survival and development*
- *Article 11 - Protection from kidnapping*
- *Article 35 - Prevention of sale and trafficking*
- *Article 36 - Prevention from exploitation*

Contents	
Section 1: Introduction	Page 2
Section 2: Preventative Measures and Supervision	Page 3
Section 3: EYFS Missing Child Procedures (on site)	Page 5
Section 4: Years 1-Shell Missing Child Procedures (on site)	Page 8



Section 5: Missing Child During Educational Visits (including EYFS)	Page 10
Section 6: Procedures for Late Collection	Page 12
Section 7: Children Missing Education (CME)	Page 13
Section 8: Additional Safeguarding Considerations	Page 14
Section 9: Monitoring and Review	Page 15

Section 1: Introduction

The welfare, safety and wellbeing of every pupil at St Michael's School is our highest priority. The School recognises that a child going missing from education, from the school site, or during a school activity may be an indicator of abuse, neglect, exploitation, mental health concerns or other safeguarding risks. Every incident involving a child whose whereabouts are unknown will therefore be treated as a potential safeguarding concern until the child's location and safety have been confirmed.

All staff share responsibility for safeguarding children and must remain vigilant at all times. Staff are expected to supervise pupils appropriately, follow the procedures outlined within this policy without delay and report any concerns immediately to the Designated Safeguarding Lead (DSL) or a Deputy DSL.

Effective information sharing, accurate record keeping and prompt action are essential in helping to safeguard children. Early intervention may identify underlying concerns and help prevent further incidents of children going missing.

The School maintains generous staffing ratios and robust supervision arrangements to minimise the risk of pupils becoming separated from staff or leaving supervision. All staff receive safeguarding training, including procedures relating to missing children, and understand that every minute is important when responding to a missing child incident.

This policy has been written with regard to:

- Independent School Standards (where applicable)
- Jersey Safeguarding Partnership guidance
- Children Missing Education guidance
- Keeping Children Safe in Education (latest guidance used to inform best practice)
- Children (Jersey) Law
- Early Years Statutory Requirements (Jersey)
- Discrimination (Jersey) Law 2013

Children Missing Education



St Michael's recognises that children who are missing education are at significantly greater risk of safeguarding concerns, including abuse, neglect, child sexual exploitation, child criminal exploitation, radicalisation, forced marriage, mental health difficulties and domestic abuse.

The School has a statutory and moral duty to monitor attendance carefully, investigate unexplained absence promptly and work with parents and external agencies where concerns arise. Where appropriate, concerns will be shared with CYPES, the Children and Family Hub, the Police or other relevant agencies in accordance with safeguarding procedures.

Principles

The School will always:

- place the safety and welfare of the child at the centre of all decision making;
- treat every missing child incident as a potential safeguarding concern;
- respond immediately to concerns regarding a missing child;
- undertake a dynamic risk assessment throughout any incident;
- work collaboratively with parents, external agencies and safeguarding professionals;
- keep accurate written records of all actions taken;
- review every incident to identify any learning and strengthen future practice.

Section 2: Preventative measures and supervision

St Michael's School is committed to maintaining a safe environment in which the risk of a child going missing is minimised through effective supervision, secure procedures and a strong safeguarding culture.

The School recognises that prevention is the most effective strategy and has robust systems in place to ensure that pupils are appropriately supervised throughout the school day.

Supervision

The School maintains appropriate staffing ratios to ensure pupils are supervised at all times. All staff understand that they have a duty of care for every pupil and remain vigilant throughout the school day.

Supervision arrangements include:

- Accurate registration at the beginning of every morning and afternoon session.
- Registers being taken for lessons, educational visits and activities where appropriate.
- Staff actively supervising pupils during break times, lunchtimes, before and after school, and during transitions around the school site.



- Clear handover arrangements between members of staff whenever responsibility for pupils changes.
- Enhanced supervision for pupils identified as being particularly vulnerable or requiring additional support.

Detailed supervision arrangements are outlined within the School's Supervision Policy.

Site Security

The School takes reasonable steps to maintain a secure environment through:

- Secure entrances and exits.
- Visitor signing-in procedures and visitor identification badges.
- Monitoring of pupils leaving the school site during the school day.
- Appropriate use of CCTV where installed.
- Regular checks of gates, doors and perimeter security.
- Clear procedures for pupils arriving late or leaving early.

Educational Visits

Educational visits are carefully planned and risk assessed in accordance with the School's Supervision and Safety on School Trips policy.

Before every visit, staff will:

- undertake appropriate risk assessments;
- establish supervision ratios appropriate to the activity;
- allocate groups to named adults;
- complete regular head counts throughout the visit;
- ensure emergency contact information is available;
- establish clear procedures should a pupil become separated from the group.

Dynamic Risk Assessment

Should concerns arise regarding a missing child, the Head, Designated Safeguarding Lead (DSL), or senior member of staff will undertake an ongoing dynamic risk assessment throughout the incident.

This will take into account factors including:

- the child's age and level of maturity;
- any SEND, communication needs or disabilities;
- medical conditions;
- known mental health concerns;
- previous missing episodes;



- safeguarding history;
- weather conditions;
- time of day;
- the child's likely destination;
- proximity to roads, water or other hazards;
- whether Police or other agencies should be contacted immediately.

The level of response will always be proportionate to the level of assessed risk, with the safety of the child remaining paramount.

Staff Training

All staff receive safeguarding training during induction and regular safeguarding updates thereafter. This includes training on:

- maintaining effective supervision;
- recognising safeguarding concerns;
- responding to a missing child incident;
- recording concerns accurately;
- understanding that children who go missing may be at increased risk of abuse, neglect, exploitation or other safeguarding concerns.

All staff are expected to follow this policy without delay and report any concerns immediately to the DSL or Deputy DSL.

Section 3: EYFS Missing Child Procedures (School Site)

Information for Parents

The safety and welfare of every child within the Early Years Foundation Stage is our highest priority.

Our supervision arrangements for Nursery and Reception pupils are designed to minimise the risk of a child becoming separated from staff or leaving the School premises unnoticed. These arrangements are detailed within the School's Supervision Policy, which is available on request.

All EYFS staff receive safeguarding training as part of their induction and regular safeguarding updates. Staff understand their responsibility to supervise children effectively and to respond immediately should a child become unaccounted for.

First Day Absence Procedures



All pupils are entered onto the School's Admission Register on the first day that attendance has been agreed.

If a child fails to attend on their agreed start date and no explanation has been received, the School Office will attempt to contact parents or carers immediately.

If contact cannot be established, the concern must be referred without delay to the Designated Safeguarding Lead (DSL), who will undertake a risk assessment and determine whether referral to the Children and Family Hub, CYPES or other relevant agencies is required.

The School maintains accurate admission records, including changes of address, contact details and destination schools where applicable, to support safeguarding and Children Missing Education procedures.

Attendance Monitoring

Attendance is monitored daily.

Where attendance becomes irregular or a child is absent without explanation, the School will work proactively with parents to understand the reason for the absence and offer appropriate support where required.

Where a child has been absent without permission for ten consecutive school days, or where safeguarding concerns exist, the School will notify CYPES and/or the Children and Family Hub in accordance with local procedures.

Earlier referral may be made where safeguarding concerns indicate that immediate intervention is required.

Procedures if a Child Goes Missing from the EYFS Setting

If a child cannot be located, staff must remain calm but treat the situation as an urgent safeguarding matter.

Immediate action should include:

- immediately informing the Head of EYFS or the most senior member of staff available;
- taking a register to confirm the whereabouts of all other children;
- ensuring the remaining children remain safely supervised;
- checking the medical room;
- checking with the School Office whether the child has been signed out;
- asking staff and children when the child was last seen;



- conducting an immediate search of classrooms, toilets, cupboards, outdoor learning areas, playgrounds and other locations where a child could reasonably be;
- checking all exits, gates and CCTV (where available) for evidence of the child leaving the premises.

If the classroom teacher is alone with their class, they must contact the School Office immediately so that senior staff can coordinate the search whilst the remainder of the class continues to be supervised safely.

If the Child Has Not Been Located

If the child remains missing following the initial search, the following actions must take place immediately:

- inform the Head and the Designated Safeguarding Lead (DSL);
- continue coordinated searches of the school buildings and grounds;
- contact the child's parents or carers without delay;
- notify the Police immediately;
- where appropriate, check whether the child may have attempted to walk home if this is considered safe and proportionate;
- notify the Children and Family Hub and the Jersey Designated Officer (JDO), where appropriate;
- inform the Chair of Governors;
- notify the School's insurers where required.

Throughout the incident, the DSL will undertake an ongoing dynamic risk assessment, considering any vulnerabilities such as the child's age, SEND, medical conditions, previous missing episodes or safeguarding history.

Recording and Communication

A detailed written record must be completed for every missing child incident, regardless of outcome.

This record should include:

- times and chronology of events;
- actions taken;
- staff involved;
- agencies contacted;
- outcome of the incident;
- rationale for decisions made;
- lessons learned.



The School will determine, in consultation with external safeguarding agencies where appropriate, what information should be shared with parents, pupils, staff and the wider community.

Any media enquiries will be managed solely by the Head.

When the Child is Found

Once located, staff will:

- ensure the child is safe and medically assessed if necessary;
- offer reassurance and emotional support;
- establish, where appropriate, why the child went missing;
- inform parents immediately;
- review whether any safeguarding concerns exist;
- consider whether referral under the School's Child Protection Policy is required;
- complete all safeguarding records;
- review supervision arrangements and risk assessments to reduce the likelihood of recurrence.

The School will always consider whether the incident indicates wider safeguarding concerns, including neglect, abuse, exploitation, mental health difficulties or unmet educational needs.

Section 4: Years 1-Shell - Missing Child Procedures (on the school site)

Information for Parents

The safety and welfare of every pupil is our highest priority.

The School maintains robust supervision arrangements throughout the school day to minimise the risk of a pupil becoming separated from staff or leaving the School site unnoticed. These arrangements are detailed within the School's Supervision Policy.

All staff receive safeguarding training during induction and regular safeguarding updates. Staff understand their responsibility to supervise pupils effectively and to respond immediately if a pupil becomes unaccounted for.

First Day Absence

All pupils are entered onto the School's Admission Register on the agreed start date.



If a pupil fails to attend on their agreed first day and no explanation has been received, the School Office will contact parents or carers immediately.

Where contact cannot be established, the concern will be referred without delay to the Designated Safeguarding Lead (DSL), who will undertake a safeguarding risk assessment and determine whether referral to the Children and Family Hub, CYPES or other relevant agencies is required.

Attendance Monitoring

The School monitors attendance daily and will investigate unexplained absences promptly.

Where a pupil has been absent without permission for ten consecutive school days, or where safeguarding concerns exist, the School will notify CYPES and/or the Children and Family Hub in accordance with local procedures. Earlier referral may be made where safeguarding concerns indicate immediate action is necessary.

Procedures if a Pupil Goes Missing

If a pupil cannot be located during the school day, staff must treat this as an urgent safeguarding matter.

The member of staff who identifies the concern should immediately:

- Inform the nearest senior member of staff, the Head or the Designated Safeguarding Lead (DSL).
- Ask the pupil's friends or classmates when and where they last saw the pupil.
- Check the medical room.
- Check with the School Office to confirm the pupil has not been signed out by a parent or authorised adult.
- Ensure the remainder of the class continues to be appropriately supervised.
- Arrange for staff to undertake an immediate search of classrooms, toilets, corridors, playgrounds, sports facilities and other areas of the school site.
- Check all exits, gates and available CCTV footage where appropriate.

If the class teacher is alone with their class, they must remain with the pupils and immediately contact the School Office so that senior staff can coordinate the search.

If the Pupil Cannot Be Found

If the pupil remains missing following the initial search:

- The Head and Designated Safeguarding Lead (DSL) must be informed immediately.



- Parents or carers will be contacted without delay.
- The Police will then be contacted immediately.
- The Children and Family Hub and Jersey Designated Officer (JDO) will be informed where appropriate.
- Staff will continue searching the school site and surrounding area where safe to do so.
- If appropriate, and only where safe, a member of staff may check the route to the pupil's home if it is within walking distance.
- The Chair of Governors and the School's insurers will be informed where appropriate.

Throughout the incident, the DSL will complete an ongoing dynamic risk assessment, considering:

- the pupil's age and maturity;
- SEND, communication or medical needs;
- previous missing episodes;
- known safeguarding concerns;
- weather conditions;
- likely destinations;
- any known friendships or family circumstances which may increase risk.

When the Pupil is Found

When the pupil has been located:

- Staff will ensure the pupil is safe and medically assessed if necessary.
- Appropriate reassurance and emotional support will be provided.
- Parents or carers will be informed immediately.
- The School will consider whether any safeguarding concerns contributed to the incident.
- A detailed written incident report will be completed.
- The School will review supervision arrangements and any relevant risk assessments.
- Any safeguarding concerns will be managed in accordance with the School's Child Protection and Safeguarding Policy.



Section 5: Missing Child During an Educational Visit (Whole School, including EYFS)

The following procedures apply to all educational visits, off-site activities and residential visits involving pupils from Nursery to Year 8.

If a child becomes separated from the group, staff must treat the incident as an urgent safeguarding matter.

The Visit Leader will immediately:

- Conduct a head count to confirm which child is missing and ensure all remaining pupils are safely supervised.
- Allocate staff to supervise the remaining pupils.
- Arrange an immediate search of the surrounding area.
- Inform the Head and Designated Safeguarding Lead (DSL) immediately by telephone.
- Notify the venue manager or site security (where applicable) and request assistance.
- Continue to undertake a dynamic risk assessment throughout the incident.

The dynamic risk assessment should take account of:

- the child's age and maturity;
- any SEND, communication or medical needs;
- weather conditions;
- proximity to roads, water or other hazards;
- the nature of the venue;
- whether the child is likely to hide, wander or deliberately leave the group;
- any previous safeguarding concerns.

If the child cannot be located within a very short period of time, or if there is any immediate concern for their safety:

- The Police will be contacted immediately.
- Parents or carers will be informed as soon as practicable.
- The Children and Family Hub and Jersey Designated Officer (JDO) will be notified where appropriate.
- The remaining pupils will either remain safely supervised at the venue or return to school, depending upon advice from the emergency services and the circumstances of the incident.

The School will cooperate fully with the Police and any safeguarding investigation.

Following the Incident

Once the child has been located:



- the child will be cared for and reassured;
- parents will be kept fully informed;
- the Head will determine, in consultation with safeguarding agencies where appropriate, what information should be shared with the wider school community;
- all staff involved will provide written statements;
- a full chronology and incident record will be completed;
- the School will review the educational visit risk assessment and supervision arrangements;
- any lessons learned will be incorporated into future practice.

Where appropriate, the Chair of Governors and the School's insurers will be informed.

Section 6: Procedures for late collection (whole school)

The safety and welfare of every pupil remains the School's responsibility until they have been collected by a parent, carer or another authorised adult.

If a pupil has not been collected within **10 minutes** of the agreed collection time, staff will:

- Contact the parent(s) or carer(s) using the telephone numbers held by the School.
- If there is no response, contact all authorised emergency contacts recorded on the School's Management Information System.
- Ensure the pupil remains supervised by an appropriate member of staff in a safe and reassuring environment.

Where possible, the School will hold more than one emergency contact number for every pupil.

If the School has been unable to make contact with any authorised adult before the school site closes, the Head (or delegated senior member of staff) and the Designated Safeguarding Lead (DSL) will be informed immediately.

The DSL or Head will contact the **Children and Family Hub** via the Social Care Duty Officer (through the Police on **01534 612612** or Jersey General Hospital switchboard on **01534 442000**) to seek advice and make appropriate safeguarding arrangements.

The School will continue to supervise the pupil safely until:

- they are collected by a parent or authorised adult; or
- alternative arrangements have been agreed by Children's Services and/or the Police.

A written record of the incident will be completed and retained.

Where late collection becomes a repeated occurrence, or where there are concerns regarding the child's welfare, the matter will be considered in accordance with the School's



Attendance and Child Protection and Safeguarding Policy and appropriate referrals made where necessary.

Section 7: Children missing education (CME)

St Michael's School recognises that children who are persistently absent from education, or who become missing from education, may be at increased risk of abuse, neglect, exploitation, radicalisation, forced marriage, child criminal exploitation, child sexual exploitation or other forms of significant harm.

The School therefore maintains accurate admission and attendance records and follows robust procedures whenever concerns arise regarding a pupil's attendance.

The School will:

- Maintain accurate admission and attendance registers.
- Follow up all unexplained absences promptly.
- Contact parents or carers on the first day of unexplained absence.
- Monitor attendance patterns to identify persistent absence or emerging safeguarding concerns.
- Work closely with families to improve attendance wherever possible.
- Share concerns with the Children and Family Hub, CYPES and other agencies where appropriate.

Where a pupil has been absent without permission for 10 consecutive school days, or where safeguarding concerns exist, the School will notify CYPES and/or the Children and Family Hub in accordance with local procedures.

Where safeguarding concerns indicate that a child may be at immediate risk, referrals will be made without waiting for the ten-day period.

The School recognises that children missing education require an immediate safeguarding response and that poor attendance should never be viewed solely as an attendance issue.

Where a pupil leaves St Michael's School, the School will ensure that appropriate records are transferred securely to the receiving school or relevant authority in accordance with data protection requirements and safeguarding guidance.



Section 8: Additional Safeguarding Considerations

Children Subject to Child Protection Plans

Where a pupil is subject to a Child Protection Plan, Child in Need Plan or is otherwise known to Children's Services, any unexplained absence or missing child incident will be treated as a significant safeguarding concern.

The Designated Safeguarding Lead will immediately contact the allocated Social Worker. If the Social Worker cannot be contacted, the Children and Family Hub will be informed without delay.

Where there is reason to believe that the child is at immediate risk of harm, the Police will also be contacted.

Information Sharing and Record Keeping

The School recognises that timely information sharing is essential to safeguarding children.

Records relating to missing child incidents, attendance concerns and safeguarding referrals will be:

- recorded promptly;
- factual, accurate and signed;
- stored securely;
- shared appropriately with relevant safeguarding agencies.

Where the child's name has been removed from the school roll, but he/she has not been located, arrangements are made for the pupil's records to be retained in the school archive provision until they are informed that the child has been located. The school will always check that a child has started at their next school before sending records over. These checks will be recorded.

If St Michael's receives a new pupil without getting information from his or her previous school, we will contact the head teacher from the school which the child has transferred as a matter of urgency.

If St Michael's have been involved with a child and become aware that they have moved to another school we will ensure that all relevant agencies are informed and arrangements are made to forward a copy of relevant records.

Elective Home Education



Where parents inform the School that they intend to educate their child otherwise than at school, they will be directed to the Government of Jersey application process: [Elective Home Education Jersey](#).

The School will notify CYPES as appropriate and ensure pupil records are archived securely in accordance with statutory requirements.

Educational Welfare Officer (EWO)

Where concerns exist regarding the whereabouts of a pupil, or where a pupil has moved and their destination cannot be confirmed, the Designated Safeguarding Lead may liaise with the Educational Welfare Officer (EWO), Children and Family Hub and other relevant agencies to help establish the child's whereabouts and ensure they continue to receive a suitable education. The EWO will contact the receiving local authority to ascertain the whereabouts of the child, if he deems appropriate. Once the location of the child is established, the relevant local authority is responsible for ensuring that the child is receiving an education either by attending school or otherwise.

Learning Following an Incident

Following every missing child incident, the Head and Designated Safeguarding Lead will undertake a review of the circumstances to identify any learning points.

This review may include:

- reviewing supervision arrangements;
- reviewing staffing ratios;
- updating risk assessments;
- identifying any safeguarding concerns;
- reviewing communication procedures;
- providing additional staff training where appropriate.

Where necessary, policies and procedures will be amended to reduce the likelihood of a similar incident occurring in the future.

Section 9: Monitoring and review

This policy will be reviewed annually by the Head, Designated Safeguarding Lead and Governing Body, or sooner if there are changes to legislation, statutory guidance, Independent School Inspectorate (ISI) requirements or Government of Jersey safeguarding procedures.

The Governing Body will monitor the effectiveness of this policy through safeguarding reports, incident reviews and regular oversight of the School's safeguarding arrangements.



All staff will receive regular safeguarding training and updates to ensure they understand their responsibilities in preventing children from going missing, responding appropriately to incidents and promoting the welfare of every pupil.