



## MANOR HOUSE SCHOOL CHILD MISSING ON PREMISES POLICY POLICY INCL EYFS

Date of Issue: **February 2025**

Date of Review: **February 2026**

Responsibility: Designated Safeguarding Lead/Headteacher

### **References:**

Child Protection & Safeguarding Policy  
KCSIE

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### **Aim**

To ensure the safety of all pupils and children at Manor House School and reasonable procedures are in place should this event occur.

### **Procedure**

In the unlikely event of a child going missing within the grounds of Manor House School the following procedure will be implemented:

The person in charge will be notified immediately.

For Nursery to Reception- Director of Nursery or Head of Prep

For the Prep School - Head of Prep or Deputy Head

For the Senior School - Head of Key Stage 3 or 4 or the Deputy Head and all Designated Safeguarding Leads.

In all cases the Head will be informed.

The following steps will be taken:

- A full head count and roll call will be completed against the attendance register to ensure they are not being cared for in another school building

- All staff will be asked to complete a head count to ensure they are not being cared for in another area of the school
- All staff within the vicinity will conduct a thorough search throughout all rooms whilst other staff supervise the remaining children
- Staff with access to walkie-talkies will use these to conduct a search of the school and notify those when the child is located
- If the child has still not been found, the fire alarm will be activated so that the whole school is evacuated.

If the child remains missing after a second thorough search by senior management, the Headteacher will call the Police, if deemed appropriate. Parents of the missing child will also be called.

During this period staff will continue to search the premises whilst other staff continue to maintain a normal routine for the rest of the school.

- The Headteacher and Deputy will meet the police and parents
- The school will then await further instruction from the police

All incidents must be recorded with witness statements and kept on file in the Headteacher's office.

Off site visits procedure is within the Educational Visits Procedures.

This policy will be updated following an incident without delay.

**Author, Ms T Fantham Position, Headteacher**