The Park Federation Academy Trust

James Elliman Academy

Missing Child Policy 2026 – 2027

DOCUMENT UNCONTROLLED WHEN PRINTED

Approval

Signed by Chair/CEO/Principal	Tajinder Johal		
Date of approval	September 2026	**Date of review**	September 2027

Version History

Version	Date	Status/ Purpose	Changes overview
1	August 2026	Update	Updated review dates Added Serious Incident Form for logging missing incidents. Added linked policies list

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled.

Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right-hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

This policy applies to all pupils at James Elliman Academy during the school day and during after school activities. The safety of our pupils is of paramount importance. All staff are trained to be aware of safety issues and our staff to pupil ratios are appropriate, enabling pupils of all age groups to be well supervised at all times. Below are four policies which should be read in conjunction with this policy:

- JEA Safe Handover: Children walking Home Alone Policy
- Safeguarding and Child Protection Policy
- Educational Visits Policy
- Home Visit Policy

Missing Definition

When a pupil's whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject to a crime or at risk of harm to themselves or another. The person will be considered missing until located and their wellbeing confirmed.

Procedure

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. It is important to ensure that the attendance register is completed twice daily, that any telephone messages regarding absent children are noted and that the appropriate form is completed for any child leaving school early or attending after school clubs.

In the event of a child going missing from school, during the school day, we would follow these procedures:

- The teacher responsible for the class would check the attendance register against the register of children leaving early for that day, to confirm that a child is missing.
- The teacher responsible should immediately inform the Principal **(Tajinder Johal)** and the Designated Safeguarding Lead - DSL **(Rebecca Pinkney)** or one of the Deputy Designated Safeguarding Leads – DDSLs **(Vanda Devshi and Jas Chander)** in her absence. In the absence of the Principal, staff should inform any Vice Principal immediately. Staff should then be released to search every possible accessible place such as toilets, cloakroom, medical room, cupboards, store room etc. The teacher would ensure the class were supervised and instigate a search.
- Notify the Premises team so they can ensure that the site is secure and then join the search for the child.
- Members of staff should search beyond the building in the roads back and front of the school.
- The other children should be asked if they have seen the particular child.
- If the child has not been located within **20 minutes** of going missing and there is good reason to believe that the child has left the site, the parents/carers and Police would be contacted by the Principal, Vice Principal or Designated Safeguarding Lead.
- Senior Leaders and the DSL/DDSL will assess the child's vulnerability, check any risk assessments or support plans.
- The school would cooperate with the Police in the continuing search if the child is still missing. The school would also cooperate with the Police and/ or Local Authority Children's Social Care in any ensuing safeguarding investigation.
- The Chair of the Academy Council (**Liz Herod**) and the Governor responsible for safeguarding would be informed **(Sandie Hopkinson).**

- A full incident report would be prepared and, if necessary procedures would be adjusted. A serious incident form would be used for this event.

In the event of a child going missing from school at the beginning or end of the school day at drop off or collection times we would follow these procedures:

If the child has been handed over to a parent/carer by a member of staff and then the child and parent/carer became separated:

- Parent/carer waits at the classroom door with a member of staff in case the child returns to the classroom.
- Ask parent/carer where they last saw the child and a description of what they are wearing, name, age/class and any SEND needs.
- Alert Safeguarding Team/SLT and other staff members will also be directed to start the search - provide a description of the child to aid the search.
- Office staff to call home to see if the child has arrived home unaccompanied, or with another adult.
- Send premises staff to the gates and alert other staff on the gates to monitor for any children without an adult.
- Staff to retrace the steps that the parent/carer took and search outside spaces.
- Nominate staff to walk the journey home to see if the child can be found on route.
- Staff to check indoors e.g toilets, classroom, hallways, lost property, hall, clubs, canteen.
- Staff to communicate via walkie-talkies and/or whatsapp groups
- If the child is found, provide comfort if needed and escort back to the classroom, or office, where the parent/carer is waiting.
- If the child is found on route to their home by school staff, they must alert the school and wait with the child until the parent arrives.
- Debrief and remind the child what to do if they get lost again.
- If the child has not been found after **20 minutes** the police must be called on **999**
- Parent/carer to be supported by school staff.

If the child has not been handed over to a parent/carer and can't be found:

- A member of staff would contact home (including any other contact numbers if unsuccessful) to see if they have returned home alone and explain the situation.
- If at home time, ask the parents or person at home if anyone else could have come to collect them.
- Notify the Principal and/or a Vice Principal and DSL/DDSL. Any available member of staff should then search every possible accessible place such as toilets, cloakroom, welfare room, cupboards, store room etc.
- Notify the Premises team so they can ensure that the site is secure and then join the search for the child.
- The Chair of the Academy Council and the Governor responsible for safeguarding would be informed.
- If at home time, ask any children remaining with the class teacher if they saw the child leave with anyone.
- Check any before school or after school options that the child could be at.
- Locate any siblings that the child may have and ask if they know where the child might be.
- Staff to carry out a search of the whole school site and surrounding roads adjacent to the school.
- Once all options have been exhausted, reviewed and ruled out, call the police on **999 within 20 minutes**.
- A full incident report would be prepared and, if necessary procedures would be adjusted.

If a child is permitted to walk home alone and a parent/carer calls the school to report that they have not returned home:

- Parent/carer remains at home and any family available searches the immediate area
- Parent/carers alert other family members or friends to check if they have seen the child.
- If the parent/carer states that the child has already been missing for more than **ten minutes**, the family must call the police on **999**.
- Parent/carer and class teacher provide a description of the child, age/class and any SEND needs.
- School staff are nominated to walk the child's journey home.
- Local area spaces such as the park, corner shop and school grounds are searched by other members of staff.
- If the child has not been located by school staff after **ten minutes** of being missing, the police must be called on **999**.
- Parent/carer to contact the school if the child arrives home at any point during the search.
- Once the child has been located, two members of staff will safely return the child home.
- If the child is reported to have returned home by a family member, a 'proof of life visit' can be completed by two members of school staff.
- Pastoral support provided to the child as required and safety procedures to be revised with the child in school.

In the event of a child going missing during an off- site visit we would follow these procedures:

- An immediate head count and register would be carried out in order to ensure that all the other children were present.
- Contact the lead teacher of the trip and inform them that there is a child missing.
- An adult would search the immediate vicinity along with contacting the staff of the venue.
- Arrangements would be made to take the remaining children back to school or be looked after somewhere safe with appropriate levels of staffing.
- The School Office would be informed so that they could inform the Principal or Deputy Principal and the Designated Safeguarding Lead or deputy, who would be asked to ring the child's parents and explain what had happened, and what steps had been set in motion.
- The Police would be informed within **10 minutes.**
- All relevant points from the on-site protocol would be followed.
- A full incident report would be prepared and, if necessary procedures would be adjusted.
- Lost child procedures must be included in any off site risk assessment.

It is important not to alarm the other children and that the rest of the class are adequately supervised at all times.

If the missing child is classed as vulnerable whether that be subject to child protection or not, inform the Designated Safeguarding Lead or a DDSL immediately so that they can inform Children's Services of the situation and if possible contact the police sooner.

Notifying the Police

The information required by the police to assist in locating and returning the pupil to a safe environment is as follows:

- The pupils name/s; date of birth; status (e.g child looked after, SEND, Child Protection etc); responsible authority;
- Where and when they went missing;
- Previous missing episodes and where they went;
- Who, if anyone, they went missing with;

- What the child was wearing plus any belongings they had with them such as bags, phone etc, provide mobile phone number if known.
- Description and recent photo;
- Medical history, if relevant;
- Time and location last seen;
- Circumstances or events around going missing with relevant safeguarding information;
- Details of family, friend and associates;
- Contact details of safeguarding lead if it was after school hours **(07923 174 100).**

Whilst the search is ongoing, the school will continue to liaise with the Police and act in accordance with police instructions.

- If the child returns before the police have arrived, or the school locate the child, then the Police must be informed and then the school will follow their own procedures.
- If the child returns to school on their own accord, then the Police must be informed and own school procedures are followed.
- If the Police locate the child and bring them back to school the Police will conduct a safety and wellbeing check and the school will then follow their own procedures.

Actions to be followed by Staff once the child is found

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Principal will speak to the parents to discuss events and give an account of the incident
- The Principal with the Designated Safeguarding Lead will instigate a full investigation (if appropriate involving Social Care)
- Media queries should be referred to the Principal
- The investigation should involve all concerned providing written statements. The report (serious incident form) should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, [the purpose of the outing], the length of time that the child was missing and how she appeared to have gone missing, lessons for the future.
- Where a child has a known risk of being missing, a risk assessment for the child will be written and put into place.
- In the rare case of children lost after school when staff have handed them over, a telephone call or home visit will be undertaken for staff to confirm that the child has returned to their home safely.

Linked Policy

- Educational Visits Policy
- Safe Handover Policy
- JEA Evacuation Procedures
- JEA Lockdown Procedures