



ORCHARD HOUSE
SCHOOL

Missing Child Procedure Policy

2026-2028

MISSING CHILD PROCEDURE - IN SCHOOL

1. As soon as a teacher notices a child is missing, he or she should immediately inform via the school office the Incident Commander (Headmistress or Deputy Headmistress), of the situation.
2. Ask the school office to:
 - To start the incident clock
 - Page the school to ask all staff to look out for the missing child
 - Immediately to begin to review the CCTV imaging to see if the child has left the building via the monitored exits
3. Immediately obtain adequate cover for the supervision of your class
4. Agree with the office and the Incident Commander which staff will search which common areas of the school. It is suggested that the form teacher should check the cloakroom areas and the common areas on the way to the cloakrooms. Also be sure to check that the child has not been taken for a music or similar individual lesson.
5. When the incident clock has reached 7 minutes, or immediately if the CCTV footage shows that a child has managed to leave the building in an unauthorised capacity, the Incident Commander should inform the police by dialing 999.
6. As soon as the police have been informed, the Incident Commander should immediately telephone both parents and inform them of the circumstances.
7. Where a child goes missing but is discovered within the school within the 7minute search period, the circumstances of the incident must be reviewed and minuted at the next SLT meeting.
8. Discuss if the parent should be told and how.

MISSING CHILD PROCEDURE – OUT OF SCHOOL

9. As soon as a teacher notices a child in the party is missing, he or she should immediately gather the remaining children together and ensure these are supervised by one of the other staff accompanying the party.
10. Then:
 - Look at your watch to start the incident clock
 - Ask local staff from wherever you are visiting also to look out for the missing child and start your own local search
 - Similarly and if appropriate, ask local staff immediately to begin to review any CCTV imaging to see if the child has left the building or area via any monitored exits
11. Telephone the school and report to the Incident Commander (Headmistress or Deputy Headmistress) that there is a Serious Incident (see Serious Incident policy).
12. Agree with the office and the Incident Commander the next steps to be taken and by whom.
13. When the incident clock has reached 7 minutes, or immediately if any CCTV footage shows that a child has managed to leave the site in an unauthorised capacity, inform the police by dialing 999.
14. As soon as the police have been informed, party leader should again call the Incident Commander who should immediately telephone both parents and inform them of the circumstances.
15. Where a child goes missing and this procedure is invoked, the circumstances of the SI/crisis incident must be reviewed and minuted at the next SLT meeting.

COMMUNICATION GUIDELINES

When contacting parents during a missing child incident, staff must follow these principles:

- Be brief and totally truthful.
- Provide only known, relevant facts at your disposal.

- Do NOT enter into any speculation whatsoever.

INCIDENT LOG

The Incident Commander (Headmistress or Deputy Headmistress) must maintain a continuous, chronological log of key actions throughout the incident. This log must record:

- The exact time the incident clock started.
- The exact times of all contact with emergency services.
- The exact times of parental notifications and updates.

POST-INCIDENT REVIEW

Following any missing child incident, the school will conduct a structured review process:

- **Hot Debrief:** Immediately after the incident is resolved and before dismissing staff, hold a brief discussion to examine what went well and what could be improved. All involved staff must briefly write down their points.
 - **Formal Incident Report:** A comprehensive written incident report and review must be prepared and formally minuted at the next SLT meeting to evaluate procedures and update policy as necessary.
-