



Name of Policy:	Missing and Uncollected Child Procedure (for the whole school including EYFS)
GHS Policy Number:	50
ISI Regulation:	Welfare, health and safety of pupils (Part 3)
Linked Policies:	Educational Visits Health and Safety Risk Assessment Safeguarding Supervision Induction
Reviewed by:	Emma Studd, Head, Girls' School Richard Lock, Head, Boys' School Venetia Banbury, Head, Early Years Nicola Cornish, Deputy Head Kate O'Sullivan, Assistant Head (Pastoral) and DSL
Date of review:	July 2026
Date of next review:	July 2027

Introduction

At Garden House School, the welfare, health and safety of each and every child is our highest priority. We take a variety of precautions to ensure that our children are accounted for at all times when in our care, including registration, close supervision, ongoing risk assessment and checking that access doors are kept closed and secured. All staff and parents on site are responsible for keeping children safe.

If it is discovered, or even suspected, that a child is missing or has left the school premises without permission or unaccompanied by a teacher, parent, or guardian:

In-School Procedure for Prep – USII (in school)

1. The main office should be alerted immediately.
2. A coded message will be broadcast over the tannoy to alert all other teachers and staff. This will take the form “*“child’s name’ has lost their school bag”*”.
3. The incident is reported to the Heads, SLT and the Designated Safeguarding Lead at the earliest possible opportunity.
4. All staff should look around in the immediate vicinity and the nearest loos for the child without endangering the safety of other pupils in their care. **If the child is found, the office should be informed immediately.**
5. A senior member of the office staff or any available Head will provide information and last known sighting of the child and description to the police at the earliest opportunity. This should include the likely direction of where the child may go e.g. homeward.
6. In a calm manner, parents or legal guardians will be informed of the situation at this stage.
7. If the children out at other locations are not in immediate danger, both school buses should be brought back to school to assist with the search.
8. The office staff will co-ordinate search staff to cover a pre-set search pattern using pre-prepared maps to be kept in a folder with these instructions in both the offices.
9. One member of staff should be despatched in the direction of the child’s house immediately. Available staff should be sought and drafted in by the member of staff coordinating the incident and sent out to the areas indicated on the search maps.
10. Ensure all staff going on search have mobile phones with them so that they can remain in contact with the office.
11. Staff on search should be in contact with the office after they have completed their search and the details recorded by the office staff, with times. (This may be important information for the police if further searches are necessary).
12. Once the alert is over, a message stating that the “*“child’s name’ missing school bag has been found”*” will be announced over the tannoy.

Procedure for Kindergarten (in school)

1. Steps 1-6 above should be followed with the announcement also made in Kindergarten.
2. The Head of Early Years, or senior teacher in Kindergarten will co-ordinate the search staff to cover pre-set search patterns using pre-prepared maps, which are kept in the school office at Turks Row and in Kindergarten in the Blue Room.
3. One member of staff should be despatched in the direction of the child’s house immediately. The available staff drafted into the Kindergarten from the main building should be sent out to the areas indicated on the search maps. **At least 4 staff members** are required from the main school.
4. Ensure all staff going on search have mobile phones with them and leave their contact number at the Kindergarten.
5. Staff on search should be in contact with the Kindergarten after they have completed their search and the details recorded by the head teacher, with times. (This may be important

information for the police if further searches are necessary). The main school office should be kept fully informed.

6. Once the alert is over, a message stating that the “*“child’s name’ missing school bag has been found”*” will be announced over the tannoy.

Procedure for School trips

In the unlikely event that a child cannot be accounted for whilst on a school trip, the school will follow the procedure outlined here:

1. Immediate action

- If inside a building, such as a gallery or museum, the teacher in charge will gather the children together and take a register, before establishing the child's last known location.
- The teacher in charge will alert staff working at the place of interest, before going to the child's last known location. He/she will request that all entrances and exits of the venue are closed.

2. Within ten minutes

- The teacher in charge will search at the vicinity for a maximum of ten minutes.
- If the child has not been found, the teacher in charge will dial 999 to alert police and then inform the school of the situation.
- The Head or member of the Senior Leadership Team will contact the child's parent who should make his/her way to the school or the venue at once.

3. Within the following hour

- Staff will take the remaining children back to school if child ratios can be maintained. If not, a member of staff should have made her/his way from school to the venue.
- The teacher in charge of the group will stay to fully co-operate with the police on site.
- The Head will inform the Co-Principal(s).

N.B. Should a child go missing on an outing in an outside area, police and parents will be notified immediately. The same procedure as for an outdoor venue will be followed as for an indoor venue.

Procedure for Uncollected Children

In the event that a child is not collected by an authorised adult at the end of a session/day we will ensure that the child is cared for safely by a member of GHS staff. We will ensure that the child receives a high standard of care in order to cause as little distress as possible:

- We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.
- We inform parents that we apply our child protection procedures in the event that their children are not collected from the setting by an authorised adult one hour (6pm) after the setting has closed and the staff can no longer supervise the child on our premises.

If a child is not collected by fifteen minutes later we will follow the procedure outlined here:

- The notice board in the office, emails to office and class teacher and the child’s homework diary are checked for any information about changes to the normal collection routines.
- If no information is available, parents/carers are contacted at home or at work.

- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school, and whose telephone numbers are recorded, are contacted.
- All reasonable attempts are made to contact the parents or nominated carers.
- The child does not leave the premises with anyone other than those named on our contact form or in their file.
- If no-one collects the child more than one hour after the school has closed (6pm) and there is no-one who can be contacted to collect the child, we will contact the Emergency Duty Team of our local authority, RBKC (020 7373 2227)
- The child will remain at the setting in the care of a member of GHS staff until the child is safely collected either by the parents or by a RBKC Social Care worker.
- Social Care will aim to find the parent or relative. If they are unable to do so the child will become looked after by the local authority.
- Under no circumstances will staff leave the school premises to look for the parent, nor should they take the child home with them.

Recording

After an incident involving a missing child for longer than 5 minutes, the Head or member of the senior leadership team in charge will complete a Missing Child Search Record Form (*Appendix 1*). The Heads and Co-Principals will review the incident at the earliest opportunity.

After an incident involving an uncollected child, a written record of all attempts to contact the parents/guardians and a log of all other calls and responses is stored on the school system and recorded on the child's file.

Appendix I
MISSING CHILD SEARCH RECORD SHEET

Date..... Time.....

Child.....

Staff dispatched to search areas:

Direction of Child's Home.....

Search Area 1

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Search Area 2

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Search Area 3

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Search Area 4

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Search Area 5

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Additional Notes on search progress:

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Signed by Head: