

# Missing Child Policy



**RIVERSIDE BRIDGE SCHOOL**  
**INSPIRE, EMPOWER, ACHIEVE**



Approved by: Ms Leila Amri  
Reviewed and evaluated: September 2025  
Ratified by Governors: September 2025  
Next Review date: September 2026

In the event of the emergency of a child being missing within the school premises the following procedure will need to be followed:

- initially the class team who has responsibility for the child to identify one member of staff from the team to carry out a search of the area where the child was last seen;
- if the child has not been found after 3 minutes a radio message will be sent to SLT making them aware that we have a missing child. The radio call will say the class teams name, then “child’s name” is missing.

SLT role at this point is to:

- inform reception that we have a missing child and we will be starting proceedings;
- notify all SLT where the search is being carried out from;
- notify any member of SLT will lead the search via radio from reception where the cameras are;
- to review CCTV from last known position of pupil and track their movement.
- to ensure radio traffic is to be kept to essential messages only until the search is complete;
- to begin to carry out a search in the area requested and make their way to SLT office when search is complete;
- School tours to be paused and the group to be taken to an appropriate safe space so the search can go ahead.

School reception role at this point is to:

- print a picture of the missing child from SIMS and distribute to SLT before they begin their searches of designated areas;
- search the reception area and ensure the front doors are locked and secure.
- Caretaker role at this point is to check all major exits and sweep outside front of school, car park and swimming pool area.
- School tours to be paused and the group to be taken to an appropriate safe space so the search can go ahead.

Staff role at this point:

- the class teacher from each class will search their classroom for the missing child, including cupboards, all extra rooms, sensory rooms, working rooms etc. alongside the member of SLT designated to that floor;
- once the member of staff allocated to a search area is sure their area is clear they are to radio to search Leader stating Area Clear;
- staff from the missing child’s class are to return to class and wait for further instructions from SLT;
- allocated staff to check in the areas allocated.
- No classes to transition during this time, unless absolutely necessary.

If the child has not been found after 10 minutes, search lead to inform the police, by dialling 101, that we have a missing child on school premises and await for further instructions

- Key areas that will need to be searched during the event of a missing child on the Campus:
  - all classrooms within the site including extra rooms, outside areas and cupboards;
  - all toilets within the site (including cubicles);
  - all playgrounds within the site (including corners, around by classes and forest school);
  - all offices, cupboards and storage rooms within the site;
  - dining hall including cupboards;

- sports hall including cupboards;
- food technology room including cupboards;
- stairwells (including nooks);
- Corridors between the two wings of the school

#### Missing Child Found

- Once the missing child is found search leader will make a radio informing all staff that the pupil has been found using the message 'Search has ended' they will then repeat this.
- SLT will then need to contact the child's parents/carers and inform them of the situation.
- Once parents/carers have been informed an investigation needs to take place lead by the Deputy Headteacher as to why the child went missing including a review of the CCTV and individual meetings with the staff in the class.

#### Missing Child not yet found

- Once the police have arrived SLT are to call the pupils' parents/carers and inform them of the situation.
- Follow the instruction of the police.
- Once the pupil is found please refer to the 'Missing Child Found' section above.

This policy will be reviewed every year.