



Kimbolton School  
Cambridgeshire

# PREPARATORY SCHOOL MISSING CHILD POLICY EYFS, KSI AND KS2

**Policy owner: Assistant Head Pastoral**

**SLT Policy**

**Policy Summary Statement:**

This is our Missing Child Policy for EYFS, KSI and KS2 at the Preparatory School.

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# Preparatory School

## Missing Child Policy EYFS, KSI and KS2

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## Preparatory School Missing Child Policy EYFS, KS1 and KS2

### INTRODUCTION

The welfare of all of our children at Kimbolton School is our paramount responsibility. Every adult who works at the School appreciates that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous, designed to ensure a maximum level of supervision.

All schools that provide for early years' children within an EYFS framework are legally required to have:

- A policy for the procedures to be followed in the event of a child going missing during the school day.
- A procedure to be followed in the event of a parent failing to collect the child at the appointed time. In addition, the School has identified the need for guidance on:
- Procedure for a pupil going missing on a trip/outing.

A separate policy outlining what the school will do when there is a prolonged unexplained absence of a child is detailed in the Children Missing From Education Policy which is available on the School website at <https://kimboltonschool.com/about-us/policies/>

There are also clear links between this policy and policies on Safeguarding and Safer Recruitment, issues of potential exploitation and the 'Prevent' duty. Reference is made to Keeping Children Safe in Education (September 2025), Working Together to Safeguard Children (2023), the School's anti-bullying procedures and the Critical Incident Procedure.

### **1. Actions to be followed should a child go missing during the school day**

Our procedures are designed to ensure that there is a system to identify that a child is missing and can be located without any undue delay. In all situations it is the objective to promote the welfare of the child concerned and to ascertain the reasons for going missing, including any incitement by others. If a child is thought to be missing, the following applies:

- Take a register in order to ensure that all the other children are present.
- Check with the office, class teacher, nurse (& counsellor), Sport/activity/music board, Academic Support timetable or other individual activities.
- Ask all of the adults and children if they can tell us when they last remember seeing the child.
- Check with the School Office that the child has not been signed out/collected.
- Check that Class Teacher/Tutor is not aware of any reason why the child may not be in school.
- Occupy all of the other children in their classroom(s) by e.g. reading to them.
- Inform the Head of Prep, Senior Deputy Head and Assistant Head Pastoral (Deputy Designated Safeguarding Lead).



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- At the same time, arrange for one or more adults to conduct a thorough search within the area last used by the children, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide.
- The Head of Prep/Senior Deputy Head and Assistant Head Pastoral (DDSL) would arrange for staff to search the rest of the school premises, grounds and local vicinity.
- Notify the Senior School security to alert all staff to be vigilant.
- Check the doors, gates and CCTV records for signs of entry/exit.
- Check outside areas including outdoor buildings.
- If child was meant to be getting the bus, speak to the person on duty, check the bus register, phone the bus company (Robinsons) to check they are not on another bus (01480 860581).
- The Head of Prep/Senior Deputy Head and Assistant Head Pastoral (DDSL) will inform the Kimbolton School Headmaster (and the School Designated Safeguarding Lead.)
- The Head of Prep/ Senior Deputy Head and Assistant Head Pastoral (DDSL) will ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the School at once.
- The Head of Prep/ Senior Deputy Head will notify the Police.
- The Designated Safeguarding Lead (DSL)/Senior Deputy Head and Assistant Head Pastoral (DDSL) will inform the Local Children's Services.
- The School would co-operate fully with any Children's Services/Police investigation and enquiries.
- Inform the Chairman of Governors.
- Insurers to be informed.
- [If the child is injured] A report would be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child was found will be made for the incident report.

### **2. Procedures to be followed by staff when a child is not collected on time**

If a child is not collected and is unaware of any changes to the family plans at the agreed collection time, the school office will call the contact numbers for the parent or carers.

The Critical Incident Procedure will then be followed and a member of the SLT informed. The School will call the contact numbers for the parent or carers. If there is no answer, the School will begin to call the emergency numbers for this child.

If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises have closed (6.00 p.m.) staff must:

- Continue to follow the Critical Incident Procedure.



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- Contact the Headmaster to discuss procedure.
- Possible procedures could include: Police (non-emergency number) to explain the situation and request that the police visit the first point of contact address.
- Co-operate with the police in providing all relevant numbers/addresses so that the authorities can make appropriate investigations to locate parents/carers.
- Under the guidance of the Police, contact the local Children's Services office (or out of hours' duty system)

The relevant numbers are:

|                                               |               |
|-----------------------------------------------|---------------|
| Local Police non-emergency number(s)          | 101           |
| Cambs: Integrated Front Door (MASH)           | 0345 045 5203 |
| Cambs: Emergency Duty Team (out of hours)     | 01733 234 724 |
| Beds: Access & referral Hub                   | 0300 300 8585 |
| Beds: Emergency Duty Team (out of hours)      | 0300 300 8123 |
| Northants: Social Care                        | 0300 126 7000 |
| Northants: Emergency Duty Team (out of hours) | 01604 626 938 |

A full report of the incident will be written.

### **3. Actions to be taken if a child goes missing on an excursion (in line with the critical incident procedure)**

- All children will be gathered in a safe room/area.
- An immediate head count will be carried out in order to ensure that all other children are present.
- If at a visitor centre/attraction the trip leader will alert the centre manager/security and seek assistance in any search.
- The trip leader will coordinate a search using support adults and venue staff to check the areas recently visited ensuring suitable ratios are in place for the remaining children.
- Initial searches will be conducted.
- Mobile contact will be constantly tried with the pupil (if appropriate).
- Inform the designated SLT member or the Head of Prep and the DSL/DDSL by phone.
- The Critical Incident procedure will be referred to.
- [If the child is injured] A report would be made under RIDDOR to the HSE.
- In the case of an EYFS child going missing Ofsted will be informed.

A full record of all activities taken up to the stage at which the child was found must be made for the incident report. If appropriate, procedures will be adjusted.