



UNICORN SCHOOL

MISSING CHILD POLICY

This policy applies to all children at Unicorn School, including those in the EYFS.

RESPONSIBILITY

Staff Member:

Deputy Head - DSL

Last Reviewed:
Next Review:

November 2025
September 2028

MISSING CHILD POLICY [ON AND OFF SITE]

This policy applies to all children at Unicorn School, including those in the EYFS.

This policy is available on the website.

If child goes missing from school premises the following procedures occur in parallel

CT = Class Teacher TA = Teaching Assistant

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| <p>Inform School Office and Bursar's Office of missing child.</p> <p>Office staff to coordinate search of school by finding 4 adults (infant assistants to be utilised)</p> <p>Office staff then remain in Office to field calls.</p> <p>Bursar's Office begins review of CCTV footage. Instructions for this are next to the screen in the Bursar's Office.</p> | <p>CT and TA (if applicable) to secure rest of class and keep together, ascertain from pupils/staff where child last seen.</p> <p>If obvious child has left premises, outside search begins.</p> |
| <p>Office informs Head and alerts all staff by phone.</p> <p>Head informs parents</p> | <p>Thorough search is made of school by any 4 adults each take a zone:</p> <ol style="list-style-type: none"> 1. Coach house and garden. 2. Playground/quiet garden. 3. Basement/ ground floor working up through main school. 4. Top floor working down through main school. |
| <p>Office staff to ring known contacts of child (eg parents of friends)</p> | |
| <p>Staff keep in contact by mobile phone.</p> <p>Office calls police on instruction from the Head or a member of the SLT.</p> <p>Co-Chairs of Governors informed</p> <p>The Unicorn Crisis and Disaster Management Policy is adhered to.</p> | <p>All 4 to search staff & report back to office - collect mobile phones, relevant class photo sheet and outside search assignment.</p> <p>If no adult is at child's home, two members of staff to travel to child's home and remain there in case child returns home</p> <p>Off-site search. Any adults off site MUST take mobile Start off-site search.</p> <p>Outside search by 4 adults: All ask pedestrians for sightings.</p> <ol style="list-style-type: none"> 1. On foot to the right, sweeping up and down side roads starting at Holmesdale Rd. |

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| | <p>2. On foot to the left, sweeping up and down side roads starting at Branstone Rd.</p> <p>3. In car turn right, drive along Kew Rd, work way back, up and down side roads.</p> <p>4. In car turn left, drive along Kew Rd, work way back up and down side roads.</p> |
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Offsite guidelines

If child goes missing off site:

Refer to Risk Assessment for specific activity and/or transport.

Teacher in charge should have with them class photo sheet and class list with telephone numbers.

All children should be wearing identity tags or wristbands.

If child goes missing in public building/on educational site:

1. Teacher to round up group and make safe, collect witness statements.
 2. CT to inform School
 3. Inform Site Management/Education Liaison Officer, if applicable, and follow site security procedures, to include message out on public address system.
 4. Adhere to site security procedure for missing child.
 5. Spare adults to search premises, back tracking from where last seen, in different directions. Keep in mobile contact.
 6. If not found, CT with Site Management to call police.
 7. Head to inform parents.
- Distribution: CTs/Head/Office/Bursar/Staffroom/All teaching staff/Playground staff/Thursday club leaders

Post Incident Review

After any incident involving a missing child, a review meeting will be held involving SLT and relevant personnel. This will cover the circumstances surrounding the incident, actions to prevent a similar occurrence, and also the effectiveness of the search procedures followed.