



Wetherby School  
Reception  
19 Pembridge Villas  
London  
W11 3EP

Wetherby School  
Years 1, 2 and 3  
11 Pembridge Square  
London  
W2 4ED

# Missing Child Policy

14b - Missing child policy and policy for arrangements when a child is not collected

**Policy reviewed by:** Paul David

**Review date:** June 2025

**Submission:** June 2025

**Policy actioned from:** September 2025 – August 2026

**Next review date:** June 2026

**Reviewer's Signature:**

*Paul David*

**Head Teacher's Signature:**

*Paul David*

**Circulation:** This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby School; 'parents' refers to parents, guardians and carers.



## Wetherby School

### Missing Child Policy

This policy applies to all children in the school including those in the EYFS.

#### Lost Child Procedure (in School)

##### Children must be supervised at all times

The primary principle laid down in the Children Act – **the welfare of the child is paramount** – must be kept in mind at all times

**All registers must be completed before the start of each session.** Morning registration takes place at 8.55, before Assembly or Period 1. Afternoon registration takes place directly after lunch.

In the unlikely event of a child going missing the procedure is:

- Stay calm and instigate a search of the immediate area in particular areas such as toilets, cupboards and other areas of a size capable of hiding a child
- Check the doors, gates and CCTV records for signs of entry/exit
- If the child cannot be located, then the Headmaster and Deputy Heads must be informed that a child is missing. For EYFS children at 19 Pembridge Villas the Head of Reception must also be informed. If they are all off site, then the person who is acting on their behalf must be informed
- The senior member of staff present arranges for all the other children to be satisfactorily supervised
- Management are to check premises thoroughly, including classrooms, playground, storage areas and streets directly outside the school
- Enquiries to be made through other adults within the school and nearby vicinity
- One or more members of staff to be delegated to check local roads
- If the child is still missing after 10 minutes, then the following procedure must be followed:
  - a) Parents must be contacted at this stage by the Headmaster or most senior member of staff available
  - b) Inform the Police on the number held in the office who will advise on next stage
  - c) Inform Inspired CEO of planned action
  - d) Re-check all venues
  - e) Check by phone and/or mobiles all adults – first staff and then parents – who have recently left the premises
  - f) A complete account of the incident must be recorded in the Incident File
  - g) Staff should not speak to anyone who has no need to know or who might be a member of the media, and under no circumstances should the name of the child be divulged to any such person
  - h) Legal liability should not be discussed with or admitted to anyone

**IF A CHILD HAS BEEN REMOVED FROM THE SCHOOL BY AN**

## **UNAUTHORISED PERSON CONTACT THE BOY'S PARENTS AND THE POLICE IMMEDIATELY**

### **Lost Child Procedure (Outside School)**

**To ensure safety on School Trips the following measures must be taken**

- All children have to have a trip consent form before being allowed on a trip. These are collated by the Assistant Head (Wellbeing and Co-Curricular) and are kept in the school offices at 11 Pembridge Square and at 19 Pembridge Villas
- Contact details for parents/carers to be taken on the trip so that they can be contacted in an emergency. The group leader will have a copy of these and will ensure class teachers have them as well
- On trips away, children will be divided into groups. The arrangement of the groups will be decided by the nature of the trip
- Each adult in charge of a group will have details of which children they are responsible for
- The children will be given details of the adult who is responsible for them, including their name
- All children will be told to stay with the adult and not to stray or go anywhere unaccompanied. If they need the loo they must ask and be taken with the group by a member of staff
- The children will be given wristbands with the setting's name and contact number on them
- The children will be told what to do if they become separated from the group. This will depend on the nature of the trip being taken but in general it will involve telling the children to:
  - i) Stay where they are as someone will come back to look for them
  - ii) Look around to see if they can see the group or another group from the school
  - iii) Not go with anyone (unless they are a safe adult such as a police officer, venue staff) even if they tell them they know where to find the teacher or adult they were with
- A regular headcount will be taken of the group

**In the unlikely event, when taking a headcount, a child appears to be missing the procedure is**

- Stay calm and ensure the visit leader is aware of the situation
- The group will stay still and keep together. Two adults will stay with the group and a minimum of two adults will immediately start searching for the missing child
- If the child is still missing after five minutes the staff on site will be informed, Wetherby School will be contacted and the Police will be called
- The visit leader will be prepared to give the following information:
  1. The visit leader's name
  2. What has happened
  3. Name, age and address of the child
  4. Time of the incident
  5. Any special medical or learning needs

- Wetherby School will contact the parent/carer of the missing child to inform them of what has happened and the steps that are being taken to find their child. They will also inform Inspired CEO Kathleen Mitchell (07799 760222)
- A search will continue to happen after calling the police and the school
- The teacher/adult involved will complete an Incident Form as fully as possible
- Teachers/adults should not speak to anyone who has no need to know or who might be a member of the media and under no circumstances should the name of the child divulged to any such person
- Legal liability should not be discussed with or admitted to anyone

## **TELEPHONE NUMBERS**

<b>SCHOOL</b>	<b>020 7727 9581</b>
<b>PAUL DAVID</b>	<b>07740 459 900</b>
<b>SAMUEL BIRCH</b>	<b>07398 174 149</b>
<b>ROSS CHRISTIE</b>	<b>07808 854 255</b>
<b>NIA HUMPHRIES</b>	<b>07807 269 104</b>
<b>INSPIRED CEO</b>	<b>07799 760 222</b>

**This policy will be reviewed annually**