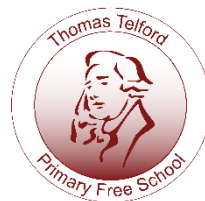


# Thomas Telford Multi Academy Trust



## EYFS Missing Child and Procedures Policy

### Redhill Primary Academy and Thomas Telford Primary Free School



Signed

A handwritten signature in black ink, appearing to read 'Dara Carroll'.

Mr Dara Carroll  
Chair of Governors  
September 2025

This policy applies to all EYFS pupils during the school day and during after school activities. The safety of our pupils is of paramount importance. All staff are aware of safety issues and our staff: pupil ratios are appropriate, enabling pupils to be well supervised at all times.

### **Redhill Primary Academy**

All nursery pupils are handed over by parents/carers directly into the care of the relevant member of staff at the beginning of the school day. In the nursery, there is an electronic gate that is opened by staff only and remains locked otherwise. The children enter into the cloakroom area through the main door with their adult where they are met by a member of staff and then taken into the main building. In Reception, the children enter through the small playground, where they are monitored walking into the playground by the staff on the gates. If a Nursery or Reception child requires breakfast club, they will be handed over to a member of staff at breakfast club in the nursery building. The children enter via the Front Door which is manned and opened by a member of the EYFS team.

At the end of the day all pupils are handed over into the care of the parent/carer. In Nursery, if they are attending after school club, they will remain in the main nursery room with the designated staff. In Reception, if they are attending after school club, a designated member of staff will collect and register them from their class, then they will walk the children over to the nursery building where they will be registered again.

### **Thomas Telford Primary Free School** (details to be confirmed upon installation and review of temporary school building)

In Reception, children will be monitored walking into the school grounds by the staff on the gates. If a Reception child requires breakfast club, they will be handed over to a member of staff at breakfast club. The children enter via the Front Door which is manned and opened by a member of school staff.

At the end of the day all Reception pupils are handed over into the care of the parent/carer. If a child in Reception is attending after school club, a designated member of staff will collect them from their class, register them and they will then walk the children to the part of the building where after school is taking place, once there, they will be registered again.

In the unlikely event of a child in either school going missing during the school day, there should be clear procedures in place to follow up on their whereabouts. All staff should be aware of these procedures.

### **In the event of a child going missing from school, we follow these procedures:**

- Ensure that registers are always up to date and that each child's attendance is accurately recorded.
- Any absences are recorded on the class form displayed in the classroom for all staff to see with the total number of attendances.
- Police do not normally record or investigate reports of absences that are clearly truanting. Each case will need to be assessed on the known risks and whether the absence is out of character for the child.
- If a child's absence is reported to the police, they will be treated as a missing person; it is therefore important that all reasonable efforts to trace a child should be made first.
- The teacher would immediately inform the Headteacher/ EYFS leader, who would release staff to search every possible accessible place such as classrooms, art areas, toilets, cloakroom, cupboards, staff room, nursery, playgrounds and fields.

- Doors, gates and CCTV are checked to see if there has been a breach of security whereby a child could wander out.
- Once the absence is discovered the child's parents/carers should be contacted immediately. The nature of the absence should be discussed. If the parents/carers believe that there are risks involved, they should be told to inform the Police on 0300 333 3000 to make a missing person report.
- All missing children should be reported to the police by the end of the school day if not located AND you have been unable to inform their parents/ carers.
- If you are not sure if a child should be reported to the police as missing, telephone them for advice.

#### In the event of a child going missing during an off-site visit we would follow these procedures:

- An immediate head count and register would be carried out in order to ensure that all other children were present.
- An adult would search the immediate vicinity along with contacting the venue manager.
- Arrangements would be made to take the remaining children back to the academy or be looked after somewhere safe with appropriate levels of staffing.
- The School Office would be informed so that they could inform the Headteacher/EYFS leader, who would be asked to ring the child's parents and explain what had happened and what steps had been set in motion.
- The police would be informed.
- All relevant points from the on-site protocol would be followed.

#### Leaving the Classroom or the Academy Grounds without Permission

The law and legal framework concerning missing or runaway children states, "Anyone who has care of a child without parental responsibility may do what is reasonable in all circumstances to safeguard and promote the child's welfare (Children Act 1989 s3 (5)). It is likely to be "reasonable" to inform police, or children's services departments, and if appropriate, their parents, of the child/ young person's safety and whereabouts."

If a pupil runs out of a class, we will establish where he or she has gone. Teachers will not run after them but will send a message to the School office for adult support. A watchful eye will be kept on any child who has taken him or herself out of the academy building and possibly out of the Academy grounds, unless this provokes the child to run further. If a child is no longer on school premises, parents will be contacted. If they are not at home, the police will be informed that a pupil has left the Academy and is at risk.

#### Next steps of the Investigation:

- The Early Years Leader or Headteacher will speak to the parents to discuss events and give an account of the incident.
- The Early Years Leader or Headteacher will carry out a full investigation, taking written statements from all the staff in the room or who were on the outing.
- The Early Years Leader writes an incident report detailing:
  1. The date and time of the report.

2. What staff/children were in the group/outing and the name of the staff designated responsible for the missing child.
3. When the child was last seen in the group/outing.
4. What has taken place in the group or outing since the child went missing.
5. The time it is estimated that the child went missing.
  - A conclusion is drawn as to how the breach of security happened.
  - If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's social care may be involved if it seems likely that there is a child protection issue to address.
  - The incident is reported to the local authority and the designated officer (LADO) may want to investigate and will decide if there is a case for prosecution.
  - In the event of disciplinary action needing to be taken, Ofsted is informed.
  - The insurance provider is informed.
  - Staff must not discuss any missing child incident with the press or media without taking advice.