NYES | Health and Safety

MISSING CHILD PROCEDURES

Glusburn Community Primary and Nursery School

General Statement

Pupils should never be allowed to leave the premises during school time without permission. It is possible that on some occasions a child may leave the premises without the setting's knowledge or permission. This procedure is put in place to ensure that every action possible is taken to ensure the quick and safe return of that child to school.

Objectives

- To locate any missing child quickly;
- To ensure that all children are kept safely on the premises during hours unless they have permission to leave;
- To ensure that children who leave site during the day only do so with permission and that they are accompanied by an authorised adult;
- To ensure that the building, grounds and play areas are safe and secure during hours;
- To ensure that staff keep children under proper supervision at all times;
- To ensure that if a child 'goes missing' during the day, they are located quickly and returned safely.

Procedures

It is the duty of all staff to ensure that children are safe and well supervised during the day. However, should it be noted that a child is missing please:

- Notify Head teacher and School Administrator. School Administrator/Office Staff to immediately check outside car park area.
- Ensure remaining children are appropriately supervised and safe.
- Carry out a rapid search of the immediate area.
- Head teacher/School Administrator will inform the Police, parents and North Yorkshire County Council.
- When appropriate complete a Major Incident Report.

Outcomes

The safety of all children will be given our highest priority. A missing child should be an extremely rare happening. This policy is designed to put into place swift and effective actions to locate any missing child and to notify and involve parents and the authorities at every appropriate point.

Signed:	
Date:	21.08.2026

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