Janvrin School

Missing Child Policy

Reviewed May 2026

Definition

A child is considered missing when their whereabouts are unknown and they are not accounted for during normal school activities or an authorised off-site visit. All missing child incidents are treated as a safeguarding concern.

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1. Procedure if a Child Is Missing on the School Site

Immediate Response

- Any member of staff who becomes aware that a child is missing must inform the Headteacher or a member of the Senior Leadership Team immediately through walkie talkies or phone.
- Staff must remain calm and ensure the safety and supervision of all other children.
- A class register and signing-in records are checked immediately to confirm the child is missing.
- Parent is contacted to let them know they are missing
- Staff are deployed to monitor school exits to reduce further risk.
- A systematic search of the school site is carried out by staff, including:
- Classrooms and shared areas
- Toilets and changing areas · Playground and outdoor spaces: Corridors, halls and entry/exit points

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2. Procedure if a Child Is Missing on an Educational Visit or Outing

Immediate Response

- The Trip Leader stops the activity immediately and conducts a headcount and register.
- All available staff search the immediate and surrounding area where the child was last seen.
- One adult must remain with the rest of the group at all times to ensure continued supervision and safeguarding.
- The Trip Leader informs the school Headteacher/DSL.

- Parents/carers are contacted by the Headteacher or delegated senior leader.

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3. When the Child Is Found

- The child is reassured calmly and taken to a safe place with a responsible adult.
- Staff assess the child for:
- Injury
- Distress or emotional impact
- Medical attention is sought if required.
- The Headteacher/DSL and parents/carers are informed immediately.
- The incident continues to be managed as a safeguarding matter, even once the child is found.

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4. After the Incident

Recording and Reporting

- My concern is updated recording: o Time, location and circumstances o Actions taken by staff o Agencies involved o Outcome
- Records are stored in line with Jersey safeguarding and data protection requirements.

Review and Follow-Up

- The Headteacher/DSL reviews the incident to:
  - Identify contributing factors o Assess supervision and site/visit arrangements o Decide whether procedures or risk assessments need updating
- Where appropriate:

    - Follow-up support is offered to the child

- Parents/carers are informed of outcomes and any measures put in place to reduce future risk.

Further information:

P Keeping Children Safe in Education 20250910DP.pdf