

FARCET C. of E PRIMARY SCHOOL



Missing Children Policy

'Let your light shine.'
Matthew 5:15

Date Agreed: October 2025

Date for Review: March 2027

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All staff
- School Governors
- Parents and Families of Farcet C. of E. Primary School

A copy of the policy will also be available in:

- The staffroom
- The school website
- The school office



Farcet C of E Primary School has the highest regard for the safety and well-being of the children in our care. All members of staff are expected to be vigilant of the potential for children to go missing at all times. When moving between learning spaces and at times of evacuation and lockdown, staff are expected to undertake head counts. Pupils that have been identified as at risk of absconding, will have a Risk Management Plan in place, shared with staff and followed to ensure all risks and triggers identified are minimised as far as is reasonable

We recognise that, even when all possible precautions are observed, emergency situations can still arise. If, for any reason, a member of staff cannot account for a child's whereabouts the following procedure will be activated:

- The Headteacher (or the next most senior member of staff in her absence) and the school office will be informed immediately.
- The Headteacher will organise an immediate search of the school buildings, school grounds and the area within the immediate vicinity of the school, all non-teaching staff will be sent on this search.
- Teachers will remain with their classes and learning and routines will continue as normal.
- Those staff carrying out the search will maintain contact via the walkie talkies, the school phone system and personal mobile phones if necessary.
- The school office will operate as the central point of contact.
- The staff team will be careful not to create an atmosphere of panic.
- The child's full name will not be used on the Walkie talkie, instead they will be referred to as 'child and the first initial of their first name.'
- All staff will be vigilant to any potentially suspicious behaviour or persons in and around the school premises.
- If, after 10 minutes of searching, the child is still missing, the Headteacher (or the next most senior member of staff in her absence) will inform the Police and then the child's parent/carer.
- While waiting for the Police and the child's parent/carer, the search will continue.
- The Headteacher will be responsible for meeting the Police and the missing child's parent/carer. They will co-ordinate any actions instructed by the Police and do all they can to comfort and reassure the parents/carers.
- The Headteacher will be responsible for reporting all incidences of missing children to the Chair of the Local Governing Body and the Diocese of Ely Multi-Academy Trust. The Trust will advise on additional actions which the school will then act on immediately.
- Details of the incident will be recorded once it has been resolved and the Headteacher will review relevant procedures with members of staff, the Local Governing Body and the Trust. Any necessary changes will be implemented and this policy updated.