



Newton International Academy, Barwa

Missing child Procedure (EYFS & Primary)

*An International Community of Learners,
Striving for Excellence and Celebrating
Success*

Approved by: Senoir Management Team
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Review Cycle: Annual



NEWTON
INTERNATIONAL
ACADEMY | **BARWA**

Vision
An international community of learners striving for excellence and celebrating success.

Mission
We aim to provide the highest quality of education possible for students of all abilities. In doing so, we aim to positively encourage each student to achieve academic excellence at their level, enjoy creative diversity, develop critical thinking skills and become lifelong learners and responsible citizens.

To achieve this, we will provide a diverse education in a safe, supportive environment that promotes self-discipline and motivation. We will provide and maintain a calm, trusting and caring atmosphere where teaching and learning are meaningful and developed. We will work in partnership with our staff, students, parents and wider community to achieve our vision.

Newton Group Values



Aim
The aim of this policy is to ensure the safety and security of all students at Newton International Academy Barwa by outlining clear procedures to follow in the event that a child is reported missing, both on and off school premises.

Rationale
As a school committed to safeguarding and the wellbeing of every child, we acknowledge that even with careful supervision, there may be rare instances where a child goes missing. This policy ensures that such incidents are managed swiftly, effectively, and in a manner that minimises distress. The procedures reflect the safeguarding expectations of the EYFS Framework and align with best practices set by CIS and the DfE.

Responsibility

All school staff share collective responsibility for the safety and whereabouts of children during school hours and extended school activities (e.g., ECAs, trips). The class teacher, teaching assistant, ECA provider, or supervising adult is responsible for ensuring children in their care are accounted for.

The Senior Management team and safeguarding team is responsible for coordinating the response once a child is reported missing.

Security staff are responsible for securing the site, monitoring access points, and supporting SLT during missing child procedures.

Procedures for a Missing Child (During or After School Hours)

If a child is reported missing or is unaccounted for:

1. Initial Check

- Class teachers and supervising adults must complete a headcount when leaving the classroom and again at the point of handover to another adult or dismissal area.
- The staff member who notices the child is missing must immediately inform the Reception and a member of SLT.
- Quickly check the child's timetable to confirm location or specialist subject.
- Ask nearby students if they saw where the child went.
- The Designated Safeguarding Lead (DSL) must be informed immediately if the pupil is identified as vulnerable or previously assessed as a flight risk.

2. Immediate Actions

- The DSL contacts the class teacher / reception to confirm if the child was collected by an authorised adult.
- Reception should check the signing out log or system to verify if the child was signed out.
- Check with any ECA or after-school club provider the child may have been registered with that day.
- Inform all staff on whatsapp groups to support with the search
- Inform all staff on email to support with the search
- If there is concern that a child may have exited supervised areas or the school site, SLT may initiate site lockdown procedures to support safeguarding and secure all access points.

Security should be notified and instructed to:

- Ensure school gates remain closed until 1:30pm, in line with the approved dismissal time.
- Secure and monitor all school gates, exits, and access points
- Conduct perimeter checks of the school grounds.
- Review CCTV if available.
- Make a missing child announcement via internal systems.
- Remain in direct communication with SLT until the child is located.

3. **School-Wide Search**

Staff and security are to search designated areas including:

- Toilets
- Library
- Playgrounds
- Hallways
- Classrooms
- School buses
- All exits and entrances are to be monitored and secured immediately.

4. **Escalation**

If the child is not located immediately:

- Inform the Principal / Deputy Principal and the CEO.
- Parents/guardians are contacted to verify if the child is with them.
- Where a child cannot be located within a short period of time and there is a risk that they may have left the school site, the Principal may implement site lockdown procedures while safeguarding checks continue.
- If the child is still missing after 20 minutes, the police are contacted.

Site lockdown procedures may include securing gates and entrances, limiting movement around the school, and maintaining pupils within supervised areas while searches are carried out.

For pupils with known vulnerabilities, escalation procedures may be implemented immediately without waiting for standard time thresholds.

5. **Follow-Up and Review**

Once the child is found, the Principal, supported by SLT and the safeguarding team will lead a full investigation to determine how the incident occurred and what improvements are needed. The incident will be recorded as a safeguarding matter. Parents and staff involved will be debriefed, and additional support will be offered to the child if needed. If necessary, the incident will be reported to the Ministry or relevant authorities.

Parents will be informed of actions taken, outcomes, and any changes to procedures or support plans following the incident.

The following will be added to the report:

- Time and location child was last seen
- Steps taken
- Time the child was located
- A debrief with involved staff and leadership will occur to identify any gaps or issues in procedure.
- Parents are informed of the outcome and next steps.
- The incident is recorded in the school's behaviour/safeguarding system (e.g., RenWeb/MyConcern).

Preventative Measures

- NIA adopts a proactive approach to reduce the risk of a child going missing.
- School gates are opened at 1:30pm only, and not before, to ensure controlled and supervised dismissal.
- Regular headcounts are carried out when leaving classrooms, during transitions, and again at handover or dismissal points.
- Staff takes attendance promptly at the beginning of each session and after breaks.
- All after-school activities maintain up-to-date registers.
- Children are only released to authorised adults listed on school records.
- The school's drop-off and collection procedures are reinforced with parents regularly.
- All staff receive regular training on safeguarding and emergency procedures.
- Preventative strategies include regular staff training, clear supervision protocols, up-to-date attendance registers, clear student movement logs (especially for medical visits, ECAs, and interventions), and locked access points monitored by security staff. Parents are reminded to inform the school of any changes in collection routines.
- Where a pupil is identified as a flight risk or as having known vulnerabilities, an individual risk assessment and Behaviour Support Plan will be implemented. These documents will be shared with relevant staff to ensure consistent supervision and preventative strategies are in place.

Procedural Variations: EYFS

Due to the age and vulnerability of children in EYFS, additional steps and staff ratios apply.

EYFS:

EYFS children must be under consistent and continuous supervision during all school activities. Head counts throughout the day will be taken as well as between the transition of classrooms and lessons.

Any missing child incident must immediately be escalated to the EYFS coordinator, and parents must be informed without delay.

EYFS students must be accounted for using both the daily register and manual headcounts throughout the day (e.g. after breaks, toilet visits, transitions).

