Hampton Court House

Missing Child Policy

Last Updated: February 2026

Next Review: February 2027

Updated by ACB

Contents

Missing Child Policy 3

- Statement of Intent 3
- Procedures - On school premises 3
- Procedures - Off school premises (e.g. Trips) 4
- Watchlist 4

Missing Child Policy

This policy applies to Hampton Court House School and Hampton Court House Early Years (hereafter known as "the school", "Hampton Court House" or "HCH").

Statement of Intent

1. The safety and security of the children in our care are paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.
2. This policy functions together with HCH's Safeguarding and Child Protection Policy, Behaviour Policy, Trips and Off-Site Visits Policy, and Staff Code of Conduct.
3. This policy refers to children who register at school in the morning and then go missing during the school day. The procedures for children who do not register in the morning without sufficient reason from their parents are not part of this policy.

Procedures - On school premises

4. Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the group teacher by their parent/carer, older children will come in on their own and make their way to their form room or tutor group. Staff maintain the appropriate high level of supervision throughout the session and are aware of the location of the children in their care at all times. The register is taken again in the afternoon.
5. In the event a pupil is registered at school, then goes missing:
    a. The member of staff who notices the child is missing immediately notifies Reception, the Safeguarding Team and the On Call teacher. Reception will check the sign in/out sheet, just in case a pupil doesn't follow the correct procedure and speak with a member of Reception before signing out. They will also check with the staff at the school gate to determine if the pupil has left the school premises.
    b. The Safeguarding Team will coordinate a search within the school for the missing child. A member of staff will speak to the child's friends (with sensitivity to age) to see where the child was last seen, or if they know the whereabouts of their friend. All bathrooms, communal areas, music rooms, the Ice House, and all outside areas throughout the school premises must be checked systematically.
    c. If deemed necessary by the Deputy Head Pastoral (or another member of SLT), the rest of the year group will be gathered, and the register taken to ensure no other pupil is missing. Staff will remain calm and maintain the safety and well-being of other children.
    d. If the child is not found after 20 minutes, the Principal or Deputy Head Pastoral will contact the police and the SPA (020 8547 5008), and then endeavour to contact the parents of the missing child by telephone. The school will support the police who will lead the response.
    e. All registers for all year groups will be taken at this point as well.
    f. A record of the incident must be written as soon as possible with as much detail as possible and logged on CPOMS.
    g. The Principal will communicate the report of an incident of any child missing to the Chair of Governors and, in the case of a child missing for more than 20 minutes, to Achieving for Children Richmond.

6. When the situation has been resolved, the Principal, SLT, and Board of Governors will review the reasons for this event happening and revise measures if necessary.

Procedures - Off school premises (e.g. Trips)

7. When on excursions off the school premises, staff implement strategies to maximise the safety and security of the children, in accordance with the school's Trips and Off-Site Visits Policy. Full risk assessments are carried out. A list of all children's names is carried by the trip leader and the children split into small groups according to the proper staff/pupil ratios for the age of the children and the purpose of the trip or activity. Each group is managed by a separate member of staff.

8. The number of children is checked regularly by frequent roll calls.

9. In the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, the following procedures will be followed:

    a. Staff will remain calm and maintain the safety and wellbeing of the other children.

    b. A roll call will be taken.

    c. If there are only two members of staff on the trip, one staff member will stay with the children, and one will search the immediate vicinity. If there are three members of staff, then two will search. They should go to places at which the child was last seen, tracing the routes they may have taken. If the child has a mobile phone, then the staff (and other children, if appropriate) will attempt to contact the child on their mobile phone. The Principal and Deputy Head Pastoral will be informed of the situation by the teacher remaining with the children and will keep in contact with them until the child is found.

    d. If the child is not found after 20 minutes, the Principal or Deputy Head Pastoral will contact the Police and Achieving for Children Richmond, and then endeavour to contact the parents of the missing child by telephone.

    e. Once the police arrive, all relevant information about the child will be given. The Police will then take over the search.

    f. The Group leader will remain with the police to comfort the child when found and maintain regular contact with the school. The other member(s) of staff will bring the remaining children back to school safely.

10. When the situation has been resolved, the Principal, SLT, and Board of Governors will review the reasons for this event happening and revise measures if necessary.

Watchlist

11. For Safeguarding reasons, there may be pupils on the school roll who are considered to be at greater risk should they be unsupervised. Pupils in this situation will have an additional Safety Plan which is made known to their teachers and school reception. The reception team keep a confidential list of these students in order to ensure timely procedures are followed.