Victoria Lane Academy

Victoria Lane Academy
Missing Child
Policy Statement
2026 - 2027

A Member of the Tudhoe Learning Trust

Victoria Lane Academy
Missing Child Policy Statement
2026-2027

The safety and security of the children in our care at Victoria Lane Academy is paramount. Every care is taken to ensure that the children are accounted for at all times when they are in our care.

Procedures

Each pupil who arrives at school is registered first thing in the morning following the pupil being handed over to the class teacher by their parent/carer at the school gate. **If a child is absent from school and we have not been informed of any absence, then a follow up call/text is made before 9:30am. If we still cannot ascertain the whereabouts of the child and we are concerned, a home visit may be undertaken or school may liaise with safeguarding services and the Local Authority in line with appropriate policies and procedures.**

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.

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 Off Site Visits Policy. Full risk assessments are carried out. A list of all the children's names is carried by the trip leader and the children a 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.

The number of children is checked regularly by frequent roll calls. However, in the unlikely event that after a roll call or at another time it is noticed that a child has gone missing, whether in school or out: The following procedures will be followed.

• Staff will maintain safety and well-being of other children and check whether the missing child has another commitment with the office staff.

• A roll call will be taken.

• A member of the Senior Leadership Team and at least one other member of staff will search the immediate vicinity or school grounds. Going to places at which the child was last seen, tracing the routes that they may have taken.

• If the child is not found after approximately 10 minutes, the Headteacher or Deputy will endeavour to contact the parents of the missing child by telephone.

• If after approximately 15 minutes the parents have not been contacted, the Headteacher or Deputy will contact the police.

• Once police arrive all relevant information about the child will be given. The police will then take over the search. A written record of the incident and actions taken should be made as soon as possible.

• If off-site, the Group Leader will remain with the police to comfort the child when found and maintain regular contact with the school.

• The remaining staff will return to the school with the rest of the children if they are off-site.

When the situation has been resolved, the SLT will review the reasons for this event occurrence and revise measures if necessary.

Policy Implementation: March 2016

Date of Last Policy Review: July 2026

Date of Next Policy Review: July 2027

Headteacher: *H. D. Whitfield*

Chair of Governors: *K Short*