



# Greswell Primary School and Nursery

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**Headteacher:** Mr J Cooper, **Deputy Head:** Mrs L Goodison

**Assistant Head:** Mrs D Whiteley

## Missing Pupil Procedure

This document outlines the procedures as to how the school respond to a missing child within the school day. It is not exhaustive in respect of best practice and each situation will be considered on an individual basis.

The procedure applies to all staff (including volunteers)

### Procedure

1. As soon as a responsible adult notes that a pupil is missing from class or the playground the following steps are to be followed:
  - **Inform the Headteacher immediately.**
  - **If the Headteacher is not present inform the next senior member of staff.**
  - Check if the pupil is in the Key Stage area
  - Check if the pupil is in the toilets
  - Check if the pupil is in other Key Stage areas
  - Check if the pupil is in the playgrounds
  - Speak to classmates/friends about the pupil's whereabouts.
2. If the pupil cannot be found following the above investigation **a member of the Senior Leadership Team** will contact the child's parents and the police (the information in section 3 will need to be provided.)
3. When school contacts the Police the following information should be given:
  - The pupil's name
  - The pupil's age
  - An up to date photograph if possible
  - The pupil's height, physical description and any physical peculiarities
  - The pupil's home address and telephone number
  - A description of the clothing the pupil is thought to be wearing
  - Any relevant comments made by the child prior to leaving school.
4. School will keep a record of any incident of a missing pupil including:
  - The pupil's name
  - Relevant dates and times
  - The action taken to find the child
  - Whether the Police or children's social care were involved
  - Outcome or resolution of the incident
  - Any reasons given by the pupil for being missing
  - A record of the staff involved.
5. A written record of the incident will be kept on the pupil's file.

Dated: 21.04.2026



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Document: Missing Pupil Procedure

Implementation date: May 2026

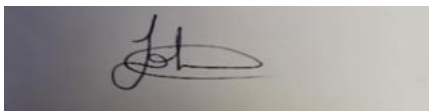
Next review date: May 2027

.G Bullock

11.6.26

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Chair of Governors

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Date



11.06.26

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