



THE HUB MISSING CHILD POLICY

Date of policy: April 2026
Date of Review: April 2027

1. Procedures for the event of a child going missing from The Hub

In the event of a member of staff fearing that a child has gone missing while at The Hub:

Member of staff who has noticed the missing child will inform the directors.

That person will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will attempt an engagement activity to keep the group busy or it may be deemed appropriate for learners to continue with their daily routines.

They will then count and name check all the pupils present against the register while the group are assembled in one place.

At the same time all other available staff will conduct a thorough search of the premises / surrounding areas and notify the directors if the child is found immediately.

A thorough check of all exits to be made to make sure all doors were locked and there was no other ways a pupil could have left the building. If something is discovered this needs to be drawn to the attention of the directors immediately.

Available staff will begin a search of the area immediately outside of the building, in pairs.

If the child has not been found after 10 minutes from the initial report of them as missing then parents/carers should be notified.

When contacting parents or carers please ask them to bring with them a recent photograph of their child.

The member of staff must try to remember and write down a description of what the child was wearing and any distinguishing features.

If the missing child has any special medical or learning needs then these need to be noted, to be disclosed to police or other agencies.

If when phoning the parents/carers they have had no contact from the child, the police will be contacted by dialling 999.

The police will want to know:

- Where you are (address of setting/venue).
- The next of kin of the child.
- A detailed description of the child, including age, sex, working down from head to toe including as much clothing description as possible.
- The circumstances of the incident, including anything that may have triggered the disappearance, how long have they been missing, where were they last seen, was there an argument (older child)
- Who is looking for the child, where are they, do they have a mobile with them, what is the number?
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The incident should be relayed to other important agencies

- Other relevant educational establishments, e.g. where they are on roll if not with our school
- The associated Local Authority.

In the event of a serious incident that attracts media attention, the line of policy to be taken by ALL staff is:

“At this moment in time I have no comment on the incident but refer you to the Directors,
Thank You”

When the Child Is found members of staff will care for and talk with the child, bearing in mind that he/she may be unaware of having done anything wrong or, alternatively, may also have been afraid and distressed and may now be in need of comfort.

Other adults present will take the opportunity to speak to the remaining children to ensure that they understand that they must not leave the premises and why.

After The Incident the member of staff involved and Directors will sensitively discuss with the child’s parents/carers the events surrounding the disappearance of the child.

If appropriate, a short meeting will be held at the end of the session/start of the following session or a note sent home with the children to give parents brief, accurate information about the incident, as soon as possible.

Liability should not be discussed until the incident has been fully investigated by The Hub.

The Investigation

The Directors carry out a full investigation taking statements from all the staff present at the time – Appendix 2.

The key person/staff write an incident report detailing:
the date and time of the report;

- what staff/children were present
- when the child was last seen.
- what has taken place in the group and:
- the time it is estimated that the child went missing.

A conclusion is drawn as to how the incident happened and used to inform future Risk Assessments.

2. Procedures for the event of a child going missing on a trip or visit.

If the event of a member of staff fearing that a child has gone missing while off The Hub premises on trips or visits:

The relevant processes outlined above should be followed. In addition:

The trip leader must ensure the safety of the remaining pupils.

That person will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will attempt an engagement activity to keep the group busy or It may be deemed appropriate for learners to continue with their daily routines.

One or more adults should immediately start searching for the child.

The information contained in every Risk Assessment should be followed.

Safety and Emergencies

It is important to continually reassess risks during the visit. Changes in the weather need to be monitored.

Changes to the itinerary may introduce new hazards not covered in the original risk assessment.

Regular head counting of pupils should take place, particularly before leaving a venue. Pupils should do what they can to make themselves readily identifiable.

Emergency Procedures for Staff, Pupils and Helpers undertaken in the event of an accident or situation specifically involving The Hub learners.

The trip leader/organiser in discussion with other staff will be responsible for making decisions relating to the trip.

All children will immediately return to their group leaders.

Group leaders will count their groups.

If a member of a group is missing the group leader will immediately alert the trip leader/organiser that a child is missing.

A member of staff will then take control of the incident and locate the child if in close proximity.

If the child is missing and cannot be found The Hub must be called.

In the event of an accident or other serious incident the school must be called

The Directors will ring any emergency telephone number they feel are appropriate

The police must then be called on 999.

The Hub must be constantly kept informed of the situation.
If hospitalisation is required TWO staff minimum must go in the ambulance.

The Hub will notify parents with advice and support

In the event of an accident happening whilst on a coach, train, car or other form of transport. Children will collect in their groups, with their group leader, away from the accident. The above procedures are then followed.

Emergency Procedures for Staff, Pupils and Helpers undertaken in the event of a Major Emergency or disaster.

In the event of a Major Emergency or Disaster, the party will be placed under the jurisdiction of the emergency services co-ordinating the situation.

All children will immediately return to their group leaders and stand perfectly still and silent.

Group leaders will count their groups.

If a member of a group is missing the group leader will immediately alert the trip organiser/leader

A member of staff will then take control of the incident and locate the child if in close proximity.

All staff have a duty of care to make sure the children are safe. They also have a common law duty to act as a reasonably prudent parent would.

Staff will not leave children at any time.

The Hub must be called

The staff will ring the Directors.