

SAFEGUARDING: LOST OR MISSING CHILDREN
September 2026**1. INTRODUCTION**

The welfare of all pupils at EIFA International School ("EIFA", "School", "we", "us" or "our") is our paramount responsibility. Every member of our staff who works with children has read Part 1 of [Keeping Children Safe in Education \(2026\)](#) (KCSIE). Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care. Access to the School site is monitored by 24-hour CCTV and our reception area is manned throughout the School day.

This policy was drawn up having had regard to the Independent School Regulatory Requirements (paragraph 7 and 15), Early Years Statutory Framework (paragraph 3.7) and Keeping Children Safe in Education 2026.

2. ACTIONS TO BE FOLLOWED BY STAFF IF A PUPIL GOES MISSING FROM THE SCHOOL

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions without delay:

- Take a register in order to ensure that all the other children are present
- If appropriate, check with the class teacher that the pupil was present at the relevant registration period
- Check with Reception who will check the signing out/in book
- Inform the Head of Early Years or a Member of the Senior Management Ask all of the adults and children, calmly, if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) with a relevant activity or ensure the class is covered
- At the same time, arrange for one or more adults to search everywhere, both inside and out, carefully checking all spaces, cupboards, washrooms, medical room etc. where a small child might hide
- Check the doors, gates [and CCTV records] for signs of entry/exit.

A record is kept by the School Designated Safeguarding Leads (DSLs), of any instances in which a pupil is missing from School without satisfactory permission and documentation, including the action taken and the pupil's explanation.

If the child is still missing, the following steps would be taken without delay:

- Inform the Head of School, and the Designated Safeguarding Leads (DSLs)/Deputy Safeguarding Lead, if this has not already been done
- The Head of School would ring the child's parents and explain what has happened, and what steps have been set in motion, without delay or as soon as it is deemed necessary. The parents would be asked to come to the School, as soon as possible
- The Head of School would notify the Police, without delay or as soon as reasonably practical

- The Head of School would arrange for staff to search the rest of the School site
- If the child's home is within walking distance, a member of staff may be asked to check to see if the child has gone home. They would set out on foot to attempt to catch up with the child
- A DSL would inform Westminster's Children Services and the School's Local Authority Designated Officer (LADO)
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The Head of School would also inform the Board of Directors
- Where required, the School will notify the appropriate regulatory body in accordance with statutory requirements
- If the child is found injured, a report would be made under RIDDOR to the Health & Safety Executive (HSE) via the website: <https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence>.

During the course of the investigation into the missing child, the School, in consultation with the LADO, will decide what information should be given to other parents, staff and other pupils and how press enquiries are to be dealt with, if relevant. A full record of all activities taken up to the stage at which the child was found would be made, for the incident report. If appropriate, procedures would be adjusted.

The School will always consider the wider circumstances around a pupil missing from School and whether there are wider safeguarding concerns that may need to be addressed, in line with the School's Child Protection and Safeguarding Policy.

3. ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- A member of School staff on the trip would contact the venue manager and arrange a search (where relevant)
- If the child cannot be located promptly, staff must contact the police without delay following an immediate search and risk assessment.
- Immediately inform the Head of School by mobile phone
- The Head of School, or any person nominated by the Head of School, should contact the pupil's parents without delay, or as soon as it is deemed necessary, to explain what has happened and what actions have been initiated. Parents should be asked to come to the venue or the school immediately.
- The remaining pupils would be taken back to School as soon as reasonably practicable
- The Head of School would inform Westminster's Children Services and the School's LADO without delay
- The School would cooperate fully with any Police investigation and any safeguarding investigation by the local authority
- The Head of School to Inform the Chair of the Board of Directors without delay
- The School's insurers would be informed as soon as reasonably practicable
- If the child is injured and is taken directly from the scene of the accident to hospital for treatment a report would be made under RIDDOR to the Health & Safety Executive (HSE) via the website: <https://notifications.hse.gov.uk/riddorforms/DangerousOccurrence> as soon as reasonably practicable and no later than 15 days of the accident.

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. The School will review its procedures and, if appropriate, these would be adjusted.

4. ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head of School will speak to the parents to discuss events and give an account of the incident (having discussed this beforehand with the LADO, if necessary)
- The Head of School will conduct a full investigation (if appropriate, involving Local Safeguarding Partners)
- Media queries should be referred to the Head of School (after discussion with the LADO if appropriate)
- The investigation should involve all concerned, who will also be asked to provide written statements
- The report should be detailed covering:
 - The time, place and numbers of staff and children in the group
 - When the child was last seen,
 - What appeared to have happened,
 - The purpose of the outing,
 - The length of time that the child was missing
 - How the child appeared to have gone missing, as well as lessons for the future
- Consider whether actions need to be taken in line with the School's Child Protection and Safeguarding Policy where there are concerns about the welfare of the child.

5. PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected on time

If a child is not collected at the expected time, staff will ensure that the child remains safely supervised at all times.

Staff will:

- attempt to contact parents/carers and emergency contacts using all available numbers
- continue contact attempts for a reasonable period
- ensure the child is cared for appropriately and remains safe within the School environment

The Designated Safeguarding Lead (DSL) will be informed without delay and will lead any safeguarding decision-making.

If the child remains uncollected and contact cannot be established, or if there are any safeguarding concerns, the DSL will determine appropriate next steps, which may include contacting local authority children's social care.

Escalation will not be delayed where there are concerns about a child's welfare.

All incidents of late or non-collection will be recorded. Where patterns emerge, the School will review whether additional support or safeguarding action is required in line with the Child Protection and Safeguarding Policy.