



Calder Valley Steiner Education

Calder Valley Steiner Nursery

Making time for Childhood

Child missing in Education & Child Missing during the nursery day

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Introduction

Missing child policy

The safety of our pupils is our priority whilst they are in our care at nursery.

This policy sets out our procedures for dealing with a child's going missing from the education (i.e. prolonged unauthorised absence) and in the unlikely event that a child goes missing

See collection and failure to collect children policy for further information.

Responsibilities

It is the teacher's responsibility to ensure that all relevant staff are aware of this policy, to ensure relevant staff are aware of their responsibilities, what is expected and the procedures to follow and to ensure that the policy is reviewed on a timely basis.

It is the responsibility of all staff to read the policy and act at all times according to its guidance. There are 2 sections to this policy, Child missing in education, child missing whilst at nursery.

1. Child Missing in Education

- It is a parent's responsibility to notify the nursery by 9am if their child is to be absent.
- Parents know they must contact the teacher.
- If a child is not in nursery by 15 minutes after the start time, the teacher will contact the parent/s to enquire as to where the child is. 'First day calling'
- CVSE will follow Calderdale's emergency first day calling procedures
- If the parent does not answer, the office will email and or text the parent with the same enquiry.
- If a child does not return to nursery for 10 days after the unauthorised absence Calderdale Council must be informed.
- During this time the nursery will endeavour to make enquires to the whereabouts of the child, by phone calls, text, email and a visit to the last known address.
- If a child does not attend nursery on their first day (as agreed with parent/s) the nursery will make enquiries to establish the child's whereabouts and notify the local authority at the earliest opportunity.
- CVSE will notify Senior Welfare Officer, Duncan Thorpe of any child missing in education.
Duncan.thorpe@calderdale.gov.uk 01422 266125

2. Missing child during the nursery day.

Staff are responsible for

- Completing Attendance Registers.
- They must be completed accurately and promptly according to guidelines.
- It is the responsibility of parents to ensure they provide correct and updated contact information on a timely basis and know the procedures for handover of their child at the beginning and end of sessions.
- If a parent takes a pupil out of nursery during the day, they must sign them out at the reception.
- The nursery should ensure parents are fully aware of the points at which responsibility for the care of their child passes from staff to them and vice versa.
- There are clear procedures for welcoming pupils into the nursery.
- Pupils must be in at their agreed start time

Prepared using the following publications:

Missing child, Calderdale Council, 2018

Children Missing in Education, sept 2016

Keeping Children safe in Education –DFE guidance dated September 2025

Statutory Framework for the Early Years Foundation Stage 2025

Related Policies

- CVSE Safeguarding

- CVSE Risk Assessment



First-Day Calling Procedure

- Registers completed appropriately
- Late children are checked against registers
- Absence calls are listened to and attendance emails are checked
- The first-day calling text is sent to the first name on the contact list within half an hour of the expected time of arrival
- If there is no response to the text start calling the first name on the contact list within 45 minutes of the expected start time
- Ring down contact list until a reply is received, ensuring wherever possible that someone from outside of the family home has been contacted
- Alert the provision manager and DSL that this child is absent and no contact has been made within an hour of their expected start time
- If there is still no reply send a second text and an email to first and second contacts on list

- Contact any other agencies involved to ascertain whether they have had any information which may be helpful, or know the whereabouts of the child or family, and contact MAST to see if there has been any incident that they are aware of
- A home visit should be made if possible and appropriate by the provider or another agency involved
- A risk assessment should then be completed:

Risk Assessment

No apparent risk: There is no apparent risk of danger to either the child. This may be appropriate for children who you have reason to believe are absent from the provision but not at harm due to previous patterns of behaviour or information from other people e.g. a child who often goes on holiday at this time of year and parents always fail to inform you. You should continue to make enquiries but it would not be proportionate to contact police at this stage.

Low or medium risk: The risk of harm to the child is assessed as a possible but minimal risk **OR** the risk of harm to child is assessed as likely but not serious. This may be relevant for those children where there are no additional vulnerabilities, however, you have minimal contact information and making parental contact is always difficult.

High risk: The risk of serious harm to the child is assessed as very likely. This would be relevant for children already considered vulnerable. This may be due to risk of neglect or physical, emotional or sexual abuse. You should also consider child sexual exploitation and Prevent, in addition to protected characteristics; mental health, forced marriage, honour based violence, trafficking, and female genital mutilation. This may also be relevant for those children where the absence and lack of ability to make parental contact is highly unusual

If this is assessed as 'No Apparent Risk', as a provider, you can make the decision to continue to make enquires and not contact the police if you do not feel that this is necessary or proportionate.