

Missing Child Policy

Procedure for Missing Pupils:

The following procedure should be implemented if you discover that a pupil is apparently missing from the school grounds:

1. Inform the Headmaster. In the absence of the Headmaster you should inform the Deputy Heads or one of the other members of the Senior Management Team who will then take charge of the situation.
2. Establish that the boy/girl really is missing and that (s)he is not hiding for some reason.
3. Confirm that (s)he is not listed in the Common Room diary as being absent, e.g. for a visit to the dentist, etc.
4. Check with Sister/Matrons that (s)he is not unwell and lying down in the Surgery.
5. Check the Buildings and Grounds.
6. Try to find answers to the following questions:
 - i. Who was the last person to see the child?
 - ii. When was the child last seen?
 - iii. Why might the child have gone missing?
 - iv. Does the child suffer from any relevant medical conditions?
 - v. What was the child wearing when last seen?
 - vi. Does the child have any history of hiding/running away?
7. Check the A333, Boundary Road and other nearby roads.
8. At this point the member of the Senior Management Team in charge will inform the parents and then the Police.
9. Keep a constant watch in case the boy/girl returns (whether openly or in a clandestine manner).
10. When the situation is resolved, either make a detailed entry in the Incident Book or check that you agree with the entry that has been inserted.

Collection of Children Policy

The safety of children in our care is of prime importance, we therefore have certain procedures in place for the collection of children at the end of a day or a session:

- When registering a child with the nursery we request names of those who have given permission and will be picking the child up on a regular basis
- When someone other than one of the main named carers is collecting a child we ask that we are informed on a daily basis via the child's day sheet
- We ask that the person is a responsible adult and is known to the child

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- We require relevant identification or a pre- arranged password, ideally we would like to have met the person previously
- If there is any cause for concern to the staff the parent will be contacted before the child is released

Uncollected Children

In case of uncertainty of any kind, members of staff should refer their concerns to the Head of the Early Years and Foundation Stage or another member of the Senior Management Team. Under no circumstances should a child be left alone or allowed to leave with an unexpected adult.

In the event of a child not being collected, the following steps should be taken:

- 1 Reassure the child and settle them in After School Care.
- 2 a) Check if a message has been received by the office.
b) Ask the office to telephone the child's carers.
- 3 Inform the Head of the Early Years and Foundation Stage or another member of the Senior Management Team who will assume responsibility for the child if he / she has not been collected by the end of After School Care.
- 4 If necessary, arrange for the child to join boarders' supper or Supper Club.
- 5 If the child's carers have not been traced by that time the Child Protection Officer, should be informed.

If a child is subsequently not collected from After School Care by 6:15, and no contact has been made by the parents or main carers, the police will be contacted. The child will remain in the care of school staff.