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. Establish that the pupil really is missing and that they are not hiding for some reason.
2. Confirm with the reception office that they are not listed in the Common Room diary as being absent (e.g. for a visit to the dentist, etc) or an extra lesson.
3. Check with the school nurses that they are not unwell and lying down in the Health Centre or at a counselling session.
4. Check that the pupil is not in 'Burrow' room.
5. 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.
6. Check the buildings and grounds.
7. Try to find answers to the following questions:
    a. Who was the last person to see the pupil?
    b. When was the pupil last seen?
    c. Why might the pupil have gone missing?
    d. Does the pupil suffer from any relevant medical conditions?
    e. What was the pupil wearing when last seen?
    f. Does the pupil have any history of hiding/running away?
8. Check the A333, Boundary Road and other nearby roads.
9. At this point the member of the senior management team in charge will inform the parents and then the Police. This should be no later than 45 minutes from the initial report that the pupil was missing.
10. Keep a constant watch in case the pupil returns (whether openly or in a clandestine manner).
11. When the situation is resolved, make a detailed entry in CPOMS.

EYFS Missing Child Procedure

If a child is lost whilst in our care, we will follow these procedures:

- Once a child is confirmed as missing, the senior member of staff in charge will be informed. This may be the Head of EYFS, Nursery Deputy or Deputy Head of school.
- The immediate area will be searched for the child by EYFS staff and the senior member of staff, who will also inform the school office to commence the Missing child procedure as detailed within the school policy.
- Other EYFS staff members are to stay with remaining children to ensure their safety.

Additional Procedure during holiday clubs:

- The school office will remain the main point of emergency contact during EYFS holiday clubs, and the missing child procedure will still be applied utilising any available staff on site. In the event that the school office is unmanned, the member of office staff should be contactable around site via walkie talkie and divert the office phone to another member of admin staff on site that is able to assume responsibility.
- After conducting an immediate search of the school and grounds and immediate area, if the child has not been found- the school office will be asked to telephone the police. The senior member of staff in charge will then liaise with the police, providing all requested information.
- If on a trip outside school, the senior staff member present will telephone the school to inform them and all procedures to alert the police will be followed from the school. The senior member of staff in charge will then follow direction from the police.
- Parents concerned will be telephoned by the school office
- Following the incident a report will be written and Risk Assessments reviewed by Senior staff.
- If deemed necessary Ofsted/ISI will be informed and provided with incident reports.

Before taking any child out of nursery for an outing we follow our Outings Procedures and complete a Risk Assessment.

Intruder/ kidnap procedure for EYFS

Staff should always be wary of people they don't know/suspect.

If a suspicious person is noticed within the nursery or school premises/grounds the following should be adhered to:

- In the event of having to approach the person, two staff members (ideally the senior management) should do this together and have a phone with them as a means of communication with the school.

After ascertaining the reason for their presence, either:

- Help them with their enquiry or direct them to the school office for assistance if appropriate. OR
- If they become offensive/aggressive remove yourself immediately to a place of safety within the buildings and raise the alarm with the school office. 999 should be called.
- If you are at all suspicious, follow the same action as above.
- The children should be kept securely in the nursery or school buildings.
- If the intruder is within the buildings, staff and children should remain in their rooms with doors closed, or if possible to do so safely, gather at the fire assembly point outside.
- 999 should be called immediately. Staff should make no further attempt to communicate with a potentially aggressive intruder.
- If the intruder makes their escape before the police arrive, details and full description should be made in order to assist the police.

If a person attempts to convince staff that they are family/friends of any of the children – the collection procedure should be followed. No person should be allowed to take a child without correct permission.

If a child is 'snatched' from the nursery or school grounds – the police must be informed immediately and staff made aware. The lost child procedure must then be followed without putting the remaining children at any further risk.

No attempt should be made by staff to restrain or go after the intruder.

Following any of the above, an incident report should be completed and submitted to relevant authorities as required.

Collection of Children

At the end of the school day, pupils in the Lower Prep are dismissed by their Form Taker to their parents. In Form 5-8, pupils are collected from the Gravel outside the main school entrance and a member of staff is on duty during this time (wave-off). Pupils in the Senior School sign out with the member of staff on duty (sign out). We ask that we parents inform the School Office if any changes are to pick up take place. If there is any cause for concern to staff, parents will be contacted before the child is released.

EYFS Collection of Children

The safety of children in our care is of prime importance, we therefore within the EYFS 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 and reception class we request names of those who have been given permission and will be picking the child up on a regular basis. These are listed in writing by the parent on a collection authorisation form and a password is stated by the parent.
- When someone other than one of the main named carers is collecting a child, we ask that we are informed on a daily basis when they bring the child to nursery or school – or by contacting the school office or Nursery during the day.
- We ask that the person collecting is a responsible adult (over 18) and is known to the child
- We require relevant identification or the pre-arranged password, ideally we would like to have met the person previously.
- If there is any cause for concern or clarification, the parent will be contacted before the child is released to anyone's care.
- If a parent has not informed us that someone else is collecting, we will not allow the child to leave without first checking with the parent.

Uncollected Children

In case of uncertainty of any kind, members of staff should refer their concerns to 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. If a child remains uncollected by 17.45, they should be taken across to the school office, who will contact the resident member of staff on duty, who will assume responsibility for the child.
4. If necessary, arrange for the child to join Supper Club if there are any other children signed in for this.
5. If the child's carers have not contacted the school or been traced by 18.15 the LDSL, should be informed, who will decide whether or not to inform the Police.

If a child is subsequently not collected from After School Care by 6:15pm, 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.

EYFS Uncollected child procedure

This procedure applies to any child uncollected at the end of a school/nursery day or from after school care. In the event of a child not being collected, the following steps should be taken:

1. If it is at the end of the school day, 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.
   c) Ask the office to contact the emergency contacts for the child.
   d) If the office is closed, the staff member in charge should gain the child's contact details from the school database, and emergency contacts details from the child's collection form.
3. If by 17.45 no contact is made with the child's carers, inform the senior member of staff in charge, this may be a deputy head of school. The child should be taken across to the school office who will contact the duty resident member of staff, who will assume responsibility for the child.
4. If possible, arrange for the child to have supper if it is available.
5. If the child's carers have not contacted the school or been traced by 18.15 the Resident member of on staff should inform the DSL who will decide if the Police should be informed.

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