



Missing Child Policy

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Policy Statement

Chandlings is committed to the safety of all our pupils and to ensuring that staff are aware of the whereabouts of children at all times. If a member of staff discovers that a pupil is missing, immediate action is required as outlined in the procedures below. Communications with parents and the appropriate services (particularly the Police) are an integral part of the procedure. The policy is written in accordance with Chandlings' Child Protection (Safeguarding) Policy. Chandlings seeks to implement this policy through adherence to the procedures set out in the rest of this document.

The School Aims

At Chandlings every effort is made to ensure the safety of children whilst in school. All visitors are signed in and out and wear a badge whilst on school premises. The EYFS secure coded gates to outside areas are closed throughout the day. In Pre-Prep, end of day collection arrangements are recorded and staff are notified if there are any changes to the normal routine. Nursery children are registered using a paper copy register, the rest of the school register children in the morning and afternoons using iSams. Parents collecting their child throughout the day, for whatever reason, must collect from the Main Office. The main gate is opened at 8.00am for drop-off and is closed throughout the day until 3.30pm for collection.

Key Personnel

The Head of Pre-Prep is responsible for updating this policy and ensuring that all staff are aware of the procedures outlined. It is the responsibility of parents to ensure they provide correct and updated contact information on a regular basis and know the procedures for the handover of the pupil at the beginning and end of sessions.

Procedure

A pupil is identified as missing when a member of staff acknowledges:

- Absence at morning registration (not confirmed by a parent following a telephone call by Administration staff)
- Child absent from afternoon registration
- Teaching staff miss a pupil in a class, Key Person misses a child in Nursery
- Report of a missing pupil by a fellow pupil
- Pupil fails to shake hands with a member of staff at the end of the school day, this is usually followed up with a phone call to parents

Any member of staff discovering a missing pupil must immediately notify Head, SLT and Administration staff, and any free members of staff who will:

PROCEDURAL CHECKLIST:

- Contact the class teacher, or if EYFS the Key Person, to assess whether the absence is expected (if not reported by them)
- Contact the School Nurse/first aider to check for any known medical emergency or to check if they have been sent to the Nurse at end of playtime and not returned straight back to class
- Contact the subject teacher of any timetabled lesson at which the missing pupil should be present (or should have been present earlier in the day: staff who might previously have taught or tutored the pupil that day)
- Check all lists of out of school trips
- Check the signing in/out books held in the School Office
- Contact members of staff taking After School Club activities, if it is after the end of the school day

If the pupil is still found to be missing:

The members of staff/School Office will immediately update the Head and SLT and further contact will be made with the parents/guardians to ask for any relevant information. If the pupil is still considered to be missing:

- SLT members initiate and oversee a search of the site
- SLT ensure all staff are emailed with the name of the pupil, date and time when absence was first noted, members of staff to verbally circulate concern as teachers may not have opportunity to check emails if teaching
- SLT advise all teachers due to teach the pupil later that day that they must immediately inform the School Office if the pupil arrives back in class

If the site search fails:

- Parents are updated, and there is a search of the immediate school vicinity. The search is widened on foot or by car to the school drive and roads at end of drive. On completion of this and any subsequent searches made over the day parents will continue to be informed of progress
- At her discretion, the Head will arrange for the Police to be informed

Procedure for a Missing Pupil from Early Years Foundation Stage

- The Key Person informs the Head/Head of Pre Prep/member of SLT and the Administration staff, whoever is in closest proximity to avoid any delay to the search
- The remaining pupils are gathered together into one group, for an activity with a designated member of staff. The pupils are sensitively asked by the teacher whether they have seen the pupil who is missing,

as are all adults who were with the pupil. So that it can be established when and where the missing pupil was last seen

- Available members of staff carry out a thorough search of all the rooms in the immediate vicinity and the outside areas
- Doors and gates are checked to see if there has been a breach of security whereby a pupil could wander out of the premises
- Administration staff send an email to all staff with the name of the pupil, date and time of first noted absence, a member of staff will also verbally tell all staff to ensure that they are aware as soon as possible
- The Head will arrange for the Police to be informed
- On completion of this and any subsequent searches made, the Head and parents will continue to be informed of progress

If the pupil is still found to be missing, further contact is made with the parents/guardians to ask for further information. If the pupil is still considered to be missing:

- SLT members continue to oversee a search of the site

See above: ***If the site search fails:***

If the pupil is found, or the incident is otherwise resolved:

- The Head, Parents and SLT are directly informed
- The Police are informed if they have been involved
- A notice cancelling the emergency situation is emailed to all relevant staff and a member of staff will verbally tell staff in all departments
- A written log is made giving details of the full incident
- An outline report on missing pupil incidents is made to the Local Governing Body at each of its meetings

Lost Child on Outings

Safely procedures are in place to ensure that children are kept safe on outings.

- On coach journeys, children will be counted on and off by their allocated adult and checked by the coach leader. Prior to departure, the coach leader will also count *all* children when seated on the coach.
- The Leader on the trip will take a copy of all parents contact numbers
- If parents are assisting on trips they will be given clear instructions about keeping their group of children safe
- There will be an allocated meeting point for staff and children
- In the unlikely event of a child going missing, the teacher/helper will confirm the last sighting of the child and what they were wearing
- Selected staff will be sent to search
- If after 10 minutes the child is not found, the head will be alerted and at her discretion the police will be informed

Nature Walks

- At least two members of staff on Nature Walks in Pre Prep
- In Nursery a written record of time of walk and children and staff names written on white board outside Nursery room
- Staff to sign out in School Office
- All staff to take First Aid Kit, tissues and register, mobile phone
- See risk assessment on Pre Prep section of 'Risk Assessments' on Console.

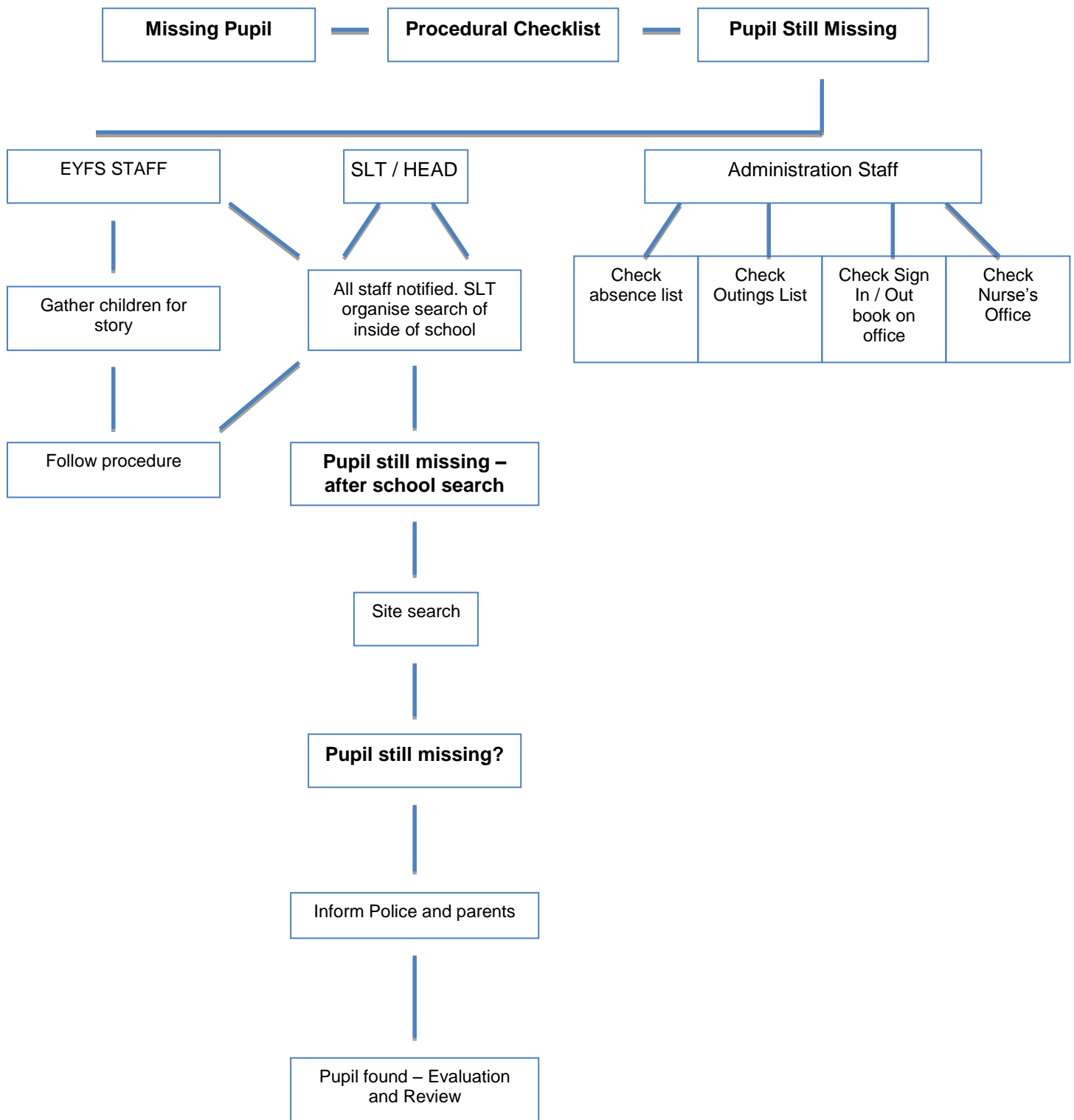
Evaluation and Review

The Head sensitively discusses, with the pupil's parents, the events surrounding the disappearance of the pupil.

The Investigation

- The Head carries out a full investigation taking written statements from all the staff present at the time
- The incident report details:
 - The date and time of the report
 - List of staff/pupils in the class/Nursery/Playground
 - When the pupil was last seen in the class/Nursery/Playground
 - What has taken place in the group/class/Nursery since then and the time it is estimated that the pupil went missing
- A conclusion is drawn as to how the breach of security happened
- Review after the event of systems and procedures, considering risk assessments and training.

Missing Pupil Flow Chart



Document Information

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