

MISSING CHILD POLICY & PROCEDURES WHEN A CHILD IS NOT COLLECTED ON TIME

PART ONE: MISSING CHILD POLICY

INTRODUCTION

The welfare of all of our children at Westbrook Hay Prep School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

INFORMATION FOR PARENTS

The "Parent Handbook" and "Information for Parents of EYFS and Early Years Children" and "Middle School Parent's Guide" and "Upper School Parents' Guide" describe:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and any physical barriers that separate it from the rest of the school

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: "Educational Visits for EYFS Children." Both documents are on our web site. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD 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:

- Take a register in order to ensure that all the other children were present
- Inform the relevant Head of School
- 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)
- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a child might hide
- Check the doors, gates and CCTV records for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Headmaster, also the DSL for Child Protection and the Deputy DSL
- The relevant Head of School would arrange for staff to search the rest of the school premises and grounds
- Ask the relevant Head of School to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The DSL/relevant Head of School would notify the Police
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The DSL/Deputy DSL would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Ofsted would be informed (EYFS)
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

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.

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
- Inform the relevant Head of School and the Headmaster/DSL and Deputy DSL by mobile phone
- Ask the relevant Head of School to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The DSL/Deputy DSL would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Ofsted would be informed (EYFS)
- The Insurers would be informed
- If the child is injured a report would be made under RIDDOR to the HSE

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.

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 relevant Head of School will speak to the parents to discuss events and give an account of the incident
 - The relevant Head of School will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
 - Media queries should be referred to the Head
 - The investigation should involve all concerned providing written statements
 - The report should be detailed covering: time, place, numbers of staff and children, 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 and how s/he appeared to have gone missing, lessons for the future.
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PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME

If a child is not collected within 15 minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the teacher will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers when the premises are closing, the relevant Head of School will contact the Social Care Duty Officer on 03001234043. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

We undertake to look after the child safely throughout the time that he or she remains under our care.