

Missing Child Policy (including Early Years)

Last Reviewed: February 2018 (EW; LMD; KJD)

Review Date: February 2020



Principles

The Junior School including Fiveways is a safe and secure environment for children. In Fiveways children may arrive accompanied by their parents from 8.15 am through the front door or up the side path and are delivered to their classrooms. In the Junior School, they may arrive from 8.00 am. If arriving between 8.00 am and 8.25 am they sign in with the member of staff on duty in the playground. After this time they go straight to the form room.

The Fiveways office is manned at busy times. The front door is manned by a member of Junior School SMT from 8.15am to 8.40am every day and when the door is not manned it is locked. The side gate is bolted at all times. In the Junior School gates are open until 8.45am.

Children are counted at regular intervals throughout the day. They are registered on iSAMS at the beginning and middle of the day at the Junior School including Fiveways. They are registered at the start of each "After School" club in the clubs' register.

In the Senior School they are registered by their tutors each morning between 8.40 and 8.50 and by their subject teachers at the start of each lesson using iSAMS. Pupils with study periods register at reception.

There are a limited number of situations where a child could be lost and these are:

- Where a child fails to arrive for morning registration without prior notice
- Where a Senior School child leaves the site without permission or signing out at reception
- Where a child in Fiveways escapes from the garden or playground
- Where a child is taken by an unapproved adult

Practice at Fiveways

Should a child become lost the following action should be taken:

- Alert the Head of Fiveways or, in her absence, The Head of Foundation Stage, who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Remember the safety of the other children, with regard to supervision and security.
- Ensure that the remaining children are sufficiently supervised and secure; members of staff should search the building, playground, garden and immediate vicinity of West Street and Newport Street.
- If the child cannot be found within 10 minutes then the Head of the Junior School and parents must be informed.
- Continue to search, opening up the area, and keeping in touch by mobile phone if available.
- The Head of Fiveways will ring the Police if the child cannot be found after 10 minutes and will ring the parents and ask them to come into school.

- When the child is found on the premises, the parents will be called in to Fiveways and the incident explained. This will be followed by a letter to the parents summarising the event.
- A review of security procedures will be carried out immediately and necessary action taken.

Practice in the Junior School

Should a child become lost the following action should be taken:

- Alert the Head or, in her absence, a senior teacher, who will make enquiries of relevant members of staff as to when the child was last seen and where.
- Check the music lesson and Speech and Drama Timetables.
- Remember the safety of the other children, with regard to supervision and security.
- Ensuring that the remaining children are sufficiently supervised and secure, members of staff should search the building, playground and equipment such as the blue tunnel, Senior School and immediate vicinity outside the school.
- If the child cannot be found within 15 minutes then the Headmaster and parents must be informed.
- Continue to search, opening up the area, and keeping in touch with mobile phone if available.
- The Head will ring the Police if the child cannot be found after 15 minutes and will ring the parents and ask them to come into school.
- When the child is found on the premises, the parents will be called in to school and the incident explained. This will be followed by a letter to the parents summarising the event.
- A review of security procedures will be carried out immediately and necessary action taken.

Practice in the Senior School

Should a child become lost during a normal school day, or fail to turn up for a lesson having been registered present, the following action should be taken:

- Should a child fail to arrive at morning registration the School Receptionist will confirm the pupil is absent without permission after checking prior parent notifications, School answer-phone messages, all lists of trips and fixtures, the signing out book, the music department and the Medical Centre. The School Receptionist should alert the School Marshal or a deputy in his absence who will conduct a search. If confirmed that the pupil is absent without prior notice or permission, the School Receptionist will endeavour to contact parents/guardians. If direct contact is not made, land line or mobile answer-phone messages will be left and an email sent to request that parents/guardians contact the School as soon as possible. The School Receptionist will contact the Second Master (or the Deputy Head should the Second Master be absent) who will liaise with the Head of Pastoral Care and the relevant Head of Year to assess the relative risk to the individual pupil. The Police and/or Social Services will be contacted at the discretion of the Second Master. Should a pupil assessed as not being at particular risk still be unaccounted for by 11.00 the School will contact the Police.
- Should a pupil fail to be registered at a lesson the teacher should alert the School Receptionist who will confirm whether the pupil is absent without permission or lost after checking all lists of trips and fixtures, the signing out book, the music department and the Medical Centre.

- The School Receptionist will contact the School Marshal or a deputy in his absence who will contact the class teacher and initiate a search.
- If the pupil is still not accounted for the School Receptionist will contact the pupil's parents/guardian by land line or mobile phone, leaving answer-phone messages if necessary. An email will also be sent if direct contact has not been made.
- The School Receptionist will contact the Second Master (or the Deputy Head should the Second Master be absent) who will liaise with the Head of Pastoral Care and the relevant Head of Year to assess the relative risk to the individual pupil. The Police and/or Social Services will be contacted at the discretion of the Second Master. If a pupil assessed as not being at particular risk is still missing after one hour the School will contact the Police.
- Once the pupil is found or the incident is otherwise resolved the Second Master (or Deputy Head) will be informed, the School Receptionist will contact parents and Police if necessary.
- A review of security procedures will be carried out immediately by the Second Master and necessary action taken. A written report will be placed in the pupil's file.