

MISSING CHILD POLICY (INC EYFS AND BOARDING)

Red indicates Covid-19 specific adaptations

NEXT REVIEW DATE: October 2021
OWNER: Head of Primary/Deputy Head
REGULATORY REQUIREMENTS: 14b

Appendix 11 – Missing Pupils (Extracted from the Safeguarding Policy)

ACTION TO BE TAKEN SHOULD A BOARDER OR DAY PUPIL GO MISSING WITHOUT CONSENT (including EYFS).

1. Alert a member of the Leadership Team and if appropriate, the Boarding Manager/Head of EYFS, who will then liaise with the Headmaster or Deputy Head Teacher in the Headmaster's absence.
2. The Leadership Team/ Boarding Manager /Head of EYFS will organise a search of the School as appropriate to the situation.
3. The Leadership Team/ Boarding Manager /Head of EYFS in consultation with the Headmaster or Deputy in his/her absence will liaise with parents, other colleagues and outside agencies such as the Police as appropriate

Uncollected Pupils POLICY including EYFS

4. If by 4.00pm there have been no messages, the After School care teacher should contact the School Administration Office, to check for messages and then contact Head of Primary, Deputy Head of Primary or the Leadership Team Member on duty in Senior School. Pupils are left in the tea room under supervision until collected, or they can be accommodated in the Tea-time Club or Senior Prep. If a child is not collected by 5.45pm, Miss Hawksworth (or other nominated staff), will escort the child to the Dining Hall where the Head of Primary or a member of the Leadership Team will supervise and remain with the child until they are collected. If after 6.00pm contact cannot be made with any parents, guardians or emergency numbers, the Social Services Duty Team and/or the Police will be contacted and advice sought.

Lost Pupils POLICY including EYFS and Boarding Pupils

5. Procedures are in place to minimise the risk of a missing pupil:
 - Constant Supervision
 - Regular headcounts
 - Registration am/pm
 - Following up absences
 - CCTV
 - Locked/coded doors

- Locked gates
- Risk Assessments
- Home-time procedures
- Visit procedures
- Staff/pupil ratios

6. In the unlikely event of a child going missing, staff should:

- Inform the Headmaster/Head of Primary/Deputy or a member of Senior Leadership Team within 5 minutes of the child going missing.
- Carry-out a full search of immediate area ensuring all other children are supervised and safe (correct ratios maintained)
- Extend search if needed (eg. toilets, Hall, outside)
- Try to establish where last seen and what they were doing/wearing
- If still not found, contact parents to inform them and if unable to contact them use the emergency contact.
- Contact police so a search of the wider area can take place (provide a photo of the child)
- Full report of the event should be made to the Headmaster
- If a child is missing on a visit:
 - Ensure safety of remaining pupils
 - Begin search and liaise with Centre Staff
 - Contact school to inform them of the situation
 - If the pupil is not readily found, after consultation with Headmaster or Head of Primary, contact the police and inform school so that they can inform parents.
 - School should then contact parents and if unable to contact them use the emergency contact.

7. If boarding pupils do not return as expected (e.g. at the airport):

- Staff to contact pupil numbers on end/beginning of term form in case of missed train/flight for example.
- Staff to inform the Boarding Manager who will contact Headmaster. Family and guardians contacted and pupil contacted via emergency phone numbers.
- UKBA informed of non-returning pupils or delayed return within one week of date expected .

APPROVED BY:

SIGNATURE

NAME

DATE