

Missing Child Policy & Procedures when a child is not collected on time

The welfare of all children at Bronte House School is our paramount responsibility. Every member of staff who works at the school has been trained to appreciate that he/ she has a key role in helping to keep all pupils safe at all times. Our staffing ratios are generous and are designed to ensure that every child is supervised the whole time he or she is in our care at school. This policy also applies to EYFS.

1. Aims

To set out the procedures for staff and parents as to what happens when a child goes missing and what happens when a child is not collected on time.

2. Information for Parents

Information is given to parents on the following:

- Arrangements for handing over children to parents / guardians at the end of the day.
- The qualifications of staff and the arrangements for supervising children whilst they are in school.
- The arrangements for registering children in the morning and afternoon.
- The physical security measures which prevent unsupervised access to or exit from the building.
- The supervision of the playground and the physical barriers that separate it from the rest of the school.
- Enhanced supervisory arrangements for trips and outings involving all children (set out in the Educational Visits Policy).
- All new staff receive a thorough induction as to the importance of supervision of all children.

3. Procedure For Staff If A Child Goes Missing From School

The procedures are designed to ensure that if a child is discovered to be missing they are found and returned to supervision as soon as possible. The following actions would be carried out:

- A register will be taken to ensure that all the other children are present.
- Inform the Head.
- Ask all adults and children when they can last remember seeing the child.
- Supervise all other children in their classroom.
- At the same time arrange for one or more adults to search everywhere checking all spaces, cupboards and washrooms where a small child may hide, inside and out.
- Check doors, gates and CCTV records for signs of exit / entry.

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

- Inform the Designated Safeguarding Lead.
- The Head will ring the child's parents and ask them to come into school as soon as possible and explain what has happened and what steps have been followed.
- The Designated Safeguarding Lead / Head would notify the Police
- The Head would arrange for staff to search the rest of the premises and grounds.
- If the child's home is within walking distance of the school, a member of staff would set out on foot to attempt to catch up with him/ her.
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board.
- The School would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chairman of Governors.

4. Procedure for Staff if A Child Goes Missing on an Outing

The procedures are designed to ensure that if a child is discovered to be missing on an outing they are found and returned to supervision as soon as possible. The following actions would be carried out:

- An immediate headcount would be carried out to ensure all other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken back to school (or where they were staying if on school residential trip).
- The Head and Designated Safeguarding Lead should be informed via mobile phone.
- The Head will ring the child's parents and ask them to come into school / to the venue as soon as possible and explain what has happened and what steps have been followed.
- Contact the venue manager to arrange a search.
- Contact the Police.
- The Designated Safeguarding Lead would inform the Local Children's Safeguarding Board.
- The School would co-operate fully with any Police investigation and any safeguarding investigation by Social Care.
- A full record of all activities undertaken until the child was found would be made for the incident report. Procedures may be reviewed if appropriate.

5. Procedure for Staff Once a Child is Found

- Talk to, take care of and comfort the child.
- Speak to the other children to ensure they understand why they should not leave the premises / separate from the group on an outing.
- The Head will speak to the parents to discuss events and give an account of the incident.
- The Head will promise a full investigation involving other agencies where necessary.
- The Head will deal with media enquiries.
- The investigation should involve all concerned and provide written statements.
- The detailed report should cover the 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 the child was missing, how they appeared to have gone missing, and lessons for the future.

6. Procedure for Staff When a Child has not signed out in Key Stage 2

- At 5.00 a register is taken in the Dining Hall and the member of SMT on duty makes a list of any children who are not present and who have not signed out.
- The member of SMT then telephones the parents of the child to ascertain whether the child has been collected.
- If a child has not been collected and cannot be located in school, step 3 of this procedure is initiated.
- A record is kept of children who forget to sign out and both the child and parents are reminded of the importance of signing out.

7. Procedure for Staff When a Child is Not Collected on Time

- If a child is not collected by 6.05 p.m. we will call the contact numbers for the Parents/ Guardians/ Carers.
- If there is no reply a member of the Senior Management Team who is on duty will begin to call emergency numbers for this child.
- The child will be supervised and safely looked after by the above member of staff until they are collected.

8. Links with Other Policies

This Policy links particularly with the following policies:

- Child Protection Policy
- Educational Visits Policy
- Risk Assessments
- Staff Recruitment Policy