

MISSING CHILD POLICY – Lower School

(Including Non-Collection of Child Arrangements)

This policy applies to the Early Years Foundation Stage (EYFS), Infant (KS1) and Junior (KS2) departments of The Queen's Lower School.

Document Purpose

The safety and security of the children at The Queen's School is paramount, and this policy outlines the action required to ensure all pupils can be accounted for when they are in the School's care.

Procedures

- **Normal School Routine**

Pupils who arrive from 7.45 for Sunrise Club will be signed in by the member of Staff on duty, and supervised until 8.30, following which time they will make their way to their classrooms to be supervised by their Form Teachers. Reception and Year 1 children are escorted to classrooms by a member of staff.

All pupils are registered at 08:50. Staff maintain the appropriate high level of supervision throughout the school day and are aware of the location of the children in their care at all times. Registers are taken again in the afternoon – 13:00 EYFS and KS1, 13:30 KS2.

Pupils who attend Sunset Club will be signed in by the member of staff on duty, and are supervised until they are collected by 6.00. Reception and Year 1 children are escorted to Sunset Club by a member of staff.

Preventative Security

- CCTV in operation
- Vigilant staff
- Children counted at regular intervals in registration/ lessons / activities
- At the end of the day, pupils are handed to a known adult

- **Trips**

When on excursions away from the school premises, staff implement strategies to ensure the safety and security of the children in accordance with the school's Trips Policy. Pre-visits and full risk assessments are carried out. A list of all the children's names, contact details and medical details is carried by the trip leader and the children are organised into small groups according to the proper staff/pupil ratios for the age and needs of the children, and the purpose of the trip or activity.



MISSING CHILD POLICY – Lower School

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For sport's fixtures outside of school hours, sports staff use a Firefly form to inform the school office of who is attending the fixture. They also repeat this when they are returning to school to advise who is on the bus. These forms are received by the school office, the Headmistress, the Deputy Head and the Head of Sport.

Preventative Security

- Prior visits by staff to location for proposed trip.
- Children will be counted on and off transport by the teacher in charge.
- Continuous counting of children is conducted when moving around sites.
- Children are supervised and counted in and out of the toilets.
- All staff have a register of group allocations and the mobile phone numbers of all adults on the trip.

1. The Missing Child Procedure – on the school grounds

When a child is suspected of going missing the following course of action must be taken immediately:

- Step One – Initiate a Search

Inform the Head of Lower School, Deputy Head or Head of Infants who will instigate a search of the school buildings and grounds together with caretaking staff and other available members of staff. Send a message to all staff via email and/or Firefly to notify them of a potential missing pupil, and ask for anyone with knowledge to contact the school office immediately

At the same time the child's peers/special friends may be questioned to see if there is a particular hiding place where the child may have gone. CCTV footage will be accessed if necessary.

If necessary, set off the fire alarm as per a fire practice and take a roll call as normal at the muster site

Whilst the search is in progress the office staff will access the pupil information record (on PASS / 3SYS) and, if necessary, the DSL (Deputy Head – Mrs Katy Yousaf) will provide any additional confidential information which may be relevant.

- Step Two – Contact Parents and Police

MISSING CHILD POLICY – Lower School

(Including Non-Collection of Child Arrangements)

If the child has not been found safely within 15 minutes, the child's parents are contacted and the police are then called if necessary. It may be that a child has gone 'missing' but has actually gone home with someone else at the end of the school day

The school will thereafter liaise with the parents and the police until the child is found.

Arrangements for when a child is not collected by 6.00pm.

In the event of a child not being collected after an extra-curricular club or at the end of the day, the child will be brought to the main office by the staff on duty (this will usually be by a teacher or After School Club Staff). A member of the office staff or, if they are not available, a member of the SLT will then telephone the parents to find out why they are late/have not turned up to collect the child. The child will then be supervised until such time as they are collected by the parents or another adult authorised to do so.

In the event that the school cannot contact parents or emergency contacts, the school will care for a pupil until such a time as a parent or carer collects them or until appropriate alternative care arrangements have been made with Social care, and/or the Police, in order to maintain the child's safety.

Repeated or suspicious absences

School registers are monitored on a termly basis by the Head of Lower School and Deputy Head (DSL) to check for unusual patterns in absences as a potential indicator of abuse or neglect.

2. Missing Child Procedure – on a school trip

If a child is suspected of going missing on a trip, the following immediate course of action must be taken:

- Step One – Initiate a Search

Once it has been established that a child is missing, the teacher in charge of the trip will ensure that the remaining children are supervised safely and instigate a search of the area/building and engage the help of site staff to assist in the search. At the same time, another member of staff will be allocated the responsibility of informing the Head of Lower School, Deputy Head or Head of Infants by a telephone call directly to the Lower School. In turn, Office staff at the Lower School will be informed. The child's peers/special friends may be questioned to see if they have any information about the whereabouts of the missing child.

MISSING CHILD POLICY – Lower School

(Including Non-Collection of Child Arrangements)

Whilst the search is in progress the Office staff at the Lower School will access the child's file and, if necessary, the DSL (Deputy Head – Mrs Katy Yousaf) will provide any additional confidential information which may be relevant.

- Step Two – Contact Parents and Police

If the child has not been found safely within 15 minutes, the child's parents are contacted and the police are then called if necessary.

The teacher in charge will thereafter liaise with the parents and the police and keep the Head of Lower School informed until the child is found.

The School would cooperate fully with any police investigation and any safeguarding investigation by Social Care.

If the child was not quickly found the School would inform:

1. The Chairman of Governors
2. The School's insurers

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 the missing person procedure has to be implemented, a review of the school's arrangements will be carried out and amended where necessary.

Actions to be followed by Staff once the missing child is found

- The Head of Lower School, Deputy Head and /or the Head of Infants will contact the parents and any emergency services involved.
- Staff will talk to, take care of and, if necessary, comfort the child.
- Staff will speak to the other children to ensure they understand why they should not leave the premises or separate from a group on an outing.
- All staff involved in the search should be informed that the child has been found.
- The Head of Lower School will speak to the parents to discuss events and give an account of the incident.
- The Head of Lower School will conduct a full investigation (if appropriate involving Social Services, the Local Children Safeguarding Board and the police).
- Media queries should be referred to The Queen's School Headmistress (see Crisis Incident Policy).
- The investigation should involve all concerned providing written statements.



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- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appears to have happened, (the purpose of the outing), the length of time that the child was missing and how she appears to have gone missing, lessons for the future.

The Missing Child Policy works in conjunction with the Attendance Policy.