



## Missing Child Policy

### Important Note

Unless otherwise stated, all Policies of St Hilda's School apply to the school in its entirety. This comprises all staff and pupils in the Early Years Foundation Stage (EYFS), the Junior School (Key Stage 1) and the Senior School (Key Stage 2).

**REVIEW DATE:** January 2020

**REVIEWED BY:** Dan Sayers (Headmaster)

**SIGNED:** *Dan Sayers,*

**DATED:** 29.01.20

### PART ONE: INTRODUCTION

The welfare of all pupils at St Hilda's School is of paramount concern. Every adult who works at the school has been advised on the procedure to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that they are in the school's care.

The school's Pupil Supervision Policy describes:

- 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 the morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground

The enhanced supervisory arrangements for outings involving the school's youngest children are set out in a detailed policy document "Educational Visits for EYFS Children." Supervisory arrangements for older children participating in visits are set out in a detailed policy document 'Educational Visits'. All policies are reviewed annually to ensure that they are robust and effective. All new staff receive a thorough induction regarding effective supervision of all children.



## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

The school's procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child is found to be missing, the following actions are required:

- Take a register in order to ensure that all the other children are present
- Inform the Headmaster or a member of SMT
- Ask all adults and children if they are able to recall when they last saw the child
- Ensure the safe supervision of the remaining children
- Arrange for as many staff as possible to search throughout the school for the missing child
- Check all doors, gates and CCTV records for signs of entry/exit

If the child remains missing, the following steps should be taken:

- The Headmaster should notify the Police
- The Headmaster should contact the child's parents to explain what has happened, and what steps have been set in motion, requesting that they come to the school immediately
- The Headmaster should instigate a second search of the school premises and grounds
- If the child's home is within walking distance, a member of staff should set out on foot in that direction
- The Headmaster should inform the Local Children Safeguarding Board
- The school should cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Headmaster should inform the Chairman of the Board of Governors and the Proprietor
- The Insurers should be informed
- If the child is injured when found, a report should be made under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to the HSE (Health & Safety Executive)

A full record of all activities taken up to the stage at which the child is found should be made for the incident report. A full debrief and discussion will take place as soon as is practical after the event. If appropriate, procedures will be adjusted to take account of lessons learned.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count should be carried out in order to ensure that all the other children were present
- An adult should search the immediate vicinity
- Supervision of the remaining children should be ensured. If appropriate, back up assistance should be requested
- The Headmaster should be contacted immediately by mobile phone



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- The Headmaster should ring the child's parents and explain what has happened, and what steps have been set in motion. The parent should be asked to come to the school at once
- The Business Manager should be contacted to arrange a full search
- The Police should be contacted
- The Headmaster should inform the Local Children Safeguarding Board
- The school should cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- The Chairman of the Board of Governors and the Proprietor should be informed
- The Insurers should be informed
- If the child is injured when found, a report should be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child is found should be made for the incident report. If appropriate, procedures will be reviewed and adjusted as necessary. A full debrief and discussion will take place as soon as is practicable after the event, and findings will be shared with all staff.

#### **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- Take care of the child and comfort as necessary
- The Headmaster should speak to the parents to discuss events and give an account of the incident
- The Headmaster will undertake a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- The investigation should involve all concerned and include written statements
- The report should be detailed, to include: time, place, names and 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 they appeared to have gone missing, and any lessons for the future
- When appropriate, all children should be addressed as to the dangers of leaving the premises or separating from a group on an outing

#### **PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected by the latest collection time from the After School Club, the school will call the contact numbers for the parent or carers. If there is no answer, the teacher in charge will begin to call the emergency numbers for this child. During this time, the child will be safely looked after in the After School Club.

If there is no response from the parents' or carers' contact numbers, the member of staff responsible for the child will contact the Headmaster or a member of the SMT. All reasonable attempts will be made to



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contact the parents or emergency carers. Failure to make contact will result in Social Services and the Police being contacted.

The school undertakes to look after the child safely throughout the time that she remains in its care. A member of SMT or MMT is on duty each day until the last pupils has left.

### **PART THREE: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD DOES NOT ATTEND SCHOOL WITHOUT AUTHORISATION**

If a child is absent from school without notice, attempts to contact parents will be made by telephone and by email. If no contact is made within a reasonable time, a home visit may be instigated by the Headmaster.

The School recognises its legal duty to report certain attendance issues to the local authority – specifically, ten days of unauthorised absence (other than for reasons of sickness or leave of absence), failure to attend regularly, and deletion from the school register when the next school is not known. In this last case, the school is required to report the circumstances as soon as possible to the local authority in which the pupil lives.

### **PART FOUR: WHERE IS A CHILD IS ABSENT FROM SCHOOL DUE TO ILL HEALTH**

If a child is absent for a significant period due to ill health, and the parent requests it, the School will provide appropriate school work via email, worksheets.

**This policy will be reviewed annually, by the Senior Management Team, in line with the school's review schedule for policies.**