



# Brentwood School

## PREPARATORY

### **MISSING PUPIL PROCEDURES**

*This policy is applicable to all children in the Preparatory school including EYFS*

We review these procedures regularly in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of young children. Prior to any trip or visit we would also make it very clear to the pupils that they have a responsibility to behave appropriately and that they should always tell a supervising adult if anything is untoward.

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

Our 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, we will immediately carry out the following actions:

- Take a register in order to ensure that all the other children are present;
- Inform the Head (Designated Senior Lead for Child Protection) and/or SMT of the Preparatory School;
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child;
- Occupy all of the other children in their classroom(s) by reading to them;
- Check with school office to see if the child has been signed out by a parent or is at an activity in another part of the school.
- Check that the child is not with matron.
- Alert Secretaries at both offices and the Porters.
- At the same time, arrange for one or more adults to search everywhere within the Prep School, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide;
- Check the doors, gates and CCTV records for signs of entry/exit;

### **If the child is still missing, the following steps would be immediately taken:**

- Head of Preparatory School to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once;
- The Head of the Preparatory School will arrange for staff to systematically search the rest of the school premises and grounds;

- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her;
- At his discretion, the Head of the Preparatory School will arrange for the police and Social Services to be informed and will decide at what point it is appropriate to inform the Headmaster and the Chairman of Governors;
- Arrangements will be made for dealing with media enquiries;
- The insurers will be informed (this is a requirement of EYFS).

**ACTIONS TO BE FOLLOWED IMMEDIATELY BY STAFF IF A CHILD GOES MISSING ON AN OUTING OR ACTIVITY.**

- An immediate head count will be carried out in order to ensure that all the other children were present;
- An adult will search the immediate vicinity;
- The remaining children will be taken back to school;
- The Head of the Preparatory School will be informed by phone;
- The Head of Preparatory School will ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the venue/ the school at once;
- If offsite, contact the venue Manager and arrange a search;
- At their discretion, the Group Leader will contact the Police;
- The Head of the Preparatory School will liaise with the Local Children Safeguarding Board as appropriate;
- The insurers would be informed (this is a requirement of EYFS)

**ACTIONS TO BE FOLLOWED IMMEDIATELY BY STAFF IF A CHILD DOES NOT TURN UP AS EXPECTED AT LATE STAY OR EXTRA-CURRICULAR ACTIVITIES.**

- If a child does not arrive at a club or Late Stay when they are expected to attend the club leader or member of staff supervising Late Stay will notify the School Office;
- Club and Late Stay registration lists will be checked in addition to absence lists;
- All communications will be checked for a message regarding collection
- Any sibling connections on site will be checked
- All of the adults and children will be asked calmly if they can tell us when they last remember seeing the child; often children do fail to notify the office if they have been collected but have been confirmed as attending Late Stay;
- A member of the SMT will be notified and arrangements made for one or more adults to search everywhere within the Prep School, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide. This will include the changing rooms and the child's form room;
- If the child has not been located, the School Secretary or member of SMT will contact the child's parents to confirm if they have been collected or have arrived home;.
- If the child's home is within walking distance, a member of staff will set out on foot to attempt to catch up with him/her;
- If the child has not been found, the Child Protection Officer/Head of the Preparatory School will be informed and the Police notified;

- The Head of the Preparatory School will arrange for staff to conduct a further search of the rest of the school premises and grounds;
- The Head of the Preparatory School will decide at what point it is appropriate to inform the Headmaster and the Chairman of Governors;
- Arrangements will be made for dealing with media enquiries;

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

- The Head of the Preparatory School and the Parents will be directly informed by the member of staff managing the incident.
- The police and Social Services will be informed if they have been involved
- An appropriate member of staff will talk to, take care of and, if necessary, comfort the child;
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing;
- The Head of the Preparatory School will initiate a full inquiry and require a written report. If appropriate, procedures would be adjusted;
- If the child is injured, a report would be made under RIDDOR to the HSE;
- The investigation should involve all concerned providing written statements;
- The report should be detailed covering: 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 that the child was missing and how s/he appeared to have gone missing, as well as lessons for the future. The report and the incident log will be kept on the pupil's file.

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

If a child is not collected within 30 minutes of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the member of staff on duty will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after.

If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3-hour period/ when the premises are closing, the member of staff will contact the Social Care Duty Officer on 0845 6037627 (Office Hours) or 0845 6061212 (Out of Office). Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

**We undertake to look after the child safely throughout the time that he or she remains under our care.**