



SHERBORNE HOUSE SCHOOL

EARLY YEARS FOUNDATION STAGE Missing Child Policy

1.	Aims	
	1.1	Children's safety, and welfare are maintained as the highest priority at all times both on and off premises. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are within the EYFS statutory requirements to ensure that every child is supervised the whole of the time. Every attempt is made through carrying out the outings procedure and the collection procedure to ensure the security and safety of children at all times. In the unlikely event of a child going missing our procedures are as follows.
2.	Key Roles and Responsibilities	
	2.1	The Head of Pre-Prep is responsible for ensuring all staff working within EYFS know and follow the correct procedure.
	2.2	The Pre-Reception Manager is responsible for ensuring Pre-Reception staff know and follow the correct procedures.
3.	Procedures	
	3.1	Should a child disappear from the Pre-Reception/Reception classes or School grounds, the following action would be taken by the EYFS staff: - <ul style="list-style-type: none">• Establish when the child had last been seen and where.• Call all available EYFS staff, whom would be seconded to search, starting in that area.• Check the doors and gates for signs of entry/exit or breach of security.• A thorough search of the building and garden will take place, checking all the places a small child might hide i.e washrooms, cupboards.• Inform the School Office and Head Teacher.• Call all other available staff to join the search.• Inform parents/carers and the Police should the child not be found.
	3.2	Should a lost child be reported whilst 'off-site', then similar procedures would be implemented - See Staff Handbook for information.
	3.3	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 appropriate, procedures would be adjusted.
4.	Procedure Once The Child is Found	
	4.1	<ul style="list-style-type: none">• 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 Pre-Prep will speak to the parents to discuss events and give an account of the incident• The Head of Pre-Prep will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board)• Media queries should be referred to the Head• 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, and lessons for the future.

5	Missing Child Incident Forms	
	5.1	These forms are located in the Pre-Reception, the Reception Classrooms and the School Office.
6	Other Relevant Policies	
	6.1	Also refer to whole school Safeguarding and Risk assessment Policies and EYFS Collection/ Non Collection policy.
	6.2	Missing Pupil Incident form attached

Compiled by: HL	Date: January 2015	
Approved by: HH-H	Reviewed by: HL December 2015 HL August 2016	Next revision: September 2018

**Missing Pupil Procedures
Incident Form**

Please print all information

Date:
Name of missing pupil
Age
Address

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.....
Contact telephone number
Emergency telephone number
Mobile number
Form Teacher
Form
Person reporting missing pupil
Time pupil was first missed
Place where pupil was last seen

.....
Apparent reason for disappearance, if known:
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.....
.....
.....

Outcome
Pupil found by
Date & Time
Full details of location

.....
Visual assessment of pupil's health and mental state

.....
Reaction of parent/guardian