



**Sherborne House School**

## Missing Child Policy

This policy applies to all pupils in the school, including in the EYFS

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## Procedures

The welfare of pupils is paramount. Our staffing ratios are within the EYFS statutory requirements to ensure that every child is supervised the whole of the time. The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

- Formal registration is taken in the morning at 8.40am and at 1.05pm in the afternoon for all classes. Pre- Reception also complete a paper register for children who go home at 1:30pm.
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school's Health & Safety Policy and Educational Visits Policy.
- Staff undertake regular roll calls and head counts.

The above measures ensure that situations where a child could be lost are very limited. These are:

- Where a child wanders off on an off-site visit
- Where a child goes out of a door or gate left open on the school site
- Where a child is taken from the school site by an unapproved adult

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9.30am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed.

School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above occurring. However, should a child become lost, the following action will be taken:

### **Lost at school**

**In EYFS**, alert the Head of EYFS immediately, and also the Head or Deputy Head, who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. A member of school office staff will check the signing out book to establish whether the child has been legitimately collected from school.

Should a child disappear from the Pre-Reception/Reception classes or School grounds, the following action would be taken by the EYFS staff: -

- 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.

**In KS1 and KS2**, alert the Head Teacher or Deputy Head immediately. A school mobile phone or walkie-talkie should be collected from the office. Staff will then follow the procedure as outlined above.

Staff must be vigilant in respect of the safety of the other children with regard to supervision and security.

Ensuring that the remaining children are sufficiently supervised and secure, members of staff should be sent to search, keeping a calm manner and maintaining contact via classroom or mobile phones:

If the child cannot be found within fifteen minutes, then the police and parents must be informed. If the search moves to this level, the Critical Incident Policy procedure should be invoked. Meanwhile the office will make available a photograph of the child (from database) and their description. Continue to search, opening up the area, keeping in touch via mobile phone.

### **Procedure Once the Child is Found**

- 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.

Missing Child Incident Forms are located in the Pre-Reception, the Reception Classrooms and the School Office. (See Appendix 1)

### **Lost whilst off-site (including on sports fixtures)**

If a child is lost on an outing, the member of staff noticing the child missing should alert other members of the party and carry out a roll call/head count.

1. A member of staff (or the whole group if appropriate) should retrace their movements to the last place that the child was seen.
2. Another member of staff should alert the management/security services of the organisation being visited and the School office to let them know the situation.
3. Children on the visit should be asked for any relevant information if appropriate.
4. If the child is not found after fifteen minutes the police will be called and the School will alert the parents.
5. Staff will co-operate with the police and take any action as directed by them.

### **Pupil removed from school premises by unapproved adult**

No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent either by telephone or email. This rule must be rigorously enforced. In cases where a parent is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent. If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.

### **Measures in place to ensure a child does not go missing include:**

- Information to staff about challenging unknown persons on the premises
- Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's badge
- Boundary security regularly checked by health and safety and maintenance teams.
- Supervision of children at all times
- Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken
- Collection policy for children
- Rigorous risk assessments for trips

## Following up an incident

When the situation has been resolved the Head teacher and SLT will review the reasons for it happening. This will include:

- Reviewing the incident with the Designated Safeguarding Lead.
- Assessing the effectiveness of risk assessment procedures.
- Taking written statements from and interviewing staff involved.
- Collecting information from any other relevant adult witnesses, including officials from the venue where a child has gone missing off-site.
- Discussion, as appropriate with pupils.
- Informing Bellevue Head Office to discuss the review and agree any further action.
- If the incident requires reporting to [ISI](#), in respect of RIDDOR or any other official body, such action will be taken.
- The incident and effectiveness of subsequent action taken will be reviewed at the next Health and Safety Committee meeting.

SLT will issue advice to staff and pupils and implement any necessary measures to ensure that it does not happen again.

END

**Appendix 1**

**Missing Child Policy  
Incident Form**

***Please print all information***

Date: .....  
Name of missing pupil .....  
Age .....  
Address .....

.....  
.....

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:  
.....  
.....  
.....  
.....

**Outcome**

Pupil found by .....  
Date & Time .....  
Full details of location .....

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

.....  
.....  
Reaction of parent/guardian .....