



## The Froebelian School Missing Child Policy

The provisions in this document apply to all aspects of the school including the EYFS, Breakfast Club, Froeebes, Homework and Activities Club, Holiday Clubs, school trips and extra-curricular activities.

**NB: This policy incorporates the procedures to be taken when a child goes missing (Part One) and when a child is not collected on time (Part Two).**

This policy should be read in conjunction with the following policies and guidance:

- Safeguarding and Child Protection Policy
- Supervision of Pupils Policy
- EYFS Policy

### Part One: Missing Child Policy

#### Introduction

The welfare of all children at The Froebelian School is our paramount responsibility. Every adult who works at the school is aware that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

#### EYFS

Our 'EYFS Policy' which is found on our website ([www.froebelian.com](http://www.froebelian.com)) 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 morning and afternoon;
- The physical security measures which prevent unsupervised access to or exit from the building;
- The supervision of the playground and the physical barriers that separate it from the rest of the school.

The enhanced supervisory arrangements for outings involving our youngest children are set out in our policy document: 'Supervision of Pupils'. Both documents are on our website [and can be provided to parents on request]. We review these policies 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 very young children.

### 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 carry out the following actions:

- The adult in charge will take a register in order to ensure that all the other children are present;
- The adult in charge will inform the Headteacher or, if absent, the next most senior member of staff;
- The adult in charge will ask all the adults and children calmly if they can say when they last remember seeing the child;
- The adult in charge will ensure the safety of all the other children, deploying other adults as required;
- At the same time, the adult in charge will arrange for one or more adults to search everywhere within the school, both inside and out, starting with the areas where a child is most likely to be found. We will carefully check all spaces, cupboards, washrooms etc. where a child might hide;
- The adult in charge will check with the School Office and/or playground supervisors for any information about possible signs of entry/exit.

If the child is still missing, the following steps will be taken:

- The adult in charge will inform the Lead Designate Child Protection Officer;
- The adult in charge will ask the Headteacher or other senior member of staff 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 Lead Designate Child Protection Officer, Headteacher or senior member of staff will notify the Police;
- All staff will be informed and instructed to search the rest of the school premises and grounds;
- 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;
- The Lead Designate Child Protection Officer will inform the Local Safeguarding Partners;
- The school will co-operate fully with any Police investigation and any safeguarding investigation by Social Care;
- The Headteacher will inform the Chair of Governors;
- The Headteacher will inform Ofsted;
- The Finance & Operations Manager will inform the Insurers;
- If the child is found seriously injured, a report will be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures will be adjusted.

### Actions to be followed by staff if a child goes missing on an outing

- An immediate head count will be carried out in order to ensure that all the other children are present;
- An adult will search the immediate vicinity;

- Staff will ensure the safety of the remaining children and, if appropriate, they will be taken back to school;
- The Trip Leader will inform the Headteacher and the Designate Safeguarding Lead by mobile phone;
- The Headteacher will ring the child's parents and explain what has happened, and what steps have been set in motion. If appropriate, the Headteacher will arrange to go to the venue at once;
- The Trip Leader will contact the venue manager and arrange a search;
- The Headteacher will contact the Police;
- The Designated Safeguarding Lead will inform the Local Safeguarding Partners;
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care;
- The Headteacher will inform the Chair of Governors;
- The Headteacher will inform Ofsted;
- The Finance & Operations Manager will inform the Insurers;
- If the child is found seriously injured, a report will be made under RIDDOR to the HSE.

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures will be adjusted.

#### Actions to be followed by staff 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 Headteacher will speak to the parents to discuss events and give an account of the incident.
- The Headteacher will arrange for a full investigation (if appropriate involving Social Services/ Local Safeguarding Partners).
- Media queries will be referred to the Headteacher.
- The investigation will involve all concerned providing written statements.
- The report will 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, lessons for the future.

#### **Part two: Procedures to be followed by staff when a child is not collected on time**

If a child is not collected within fifteen minutes of the agreed collection time, we will arrange for him/her to be supervised appropriately (e.g. by joining Homework and Activities Club). If the child has not been collected after thirty minutes, we will call the contact numbers for the parent or carers. If there is no answer, the Headteacher or other senior member of staff will be informed and we will begin to call the emergency numbers for this child. During this time, the child will be looked after safely.

Unless there are exceptional circumstances (e.g. severe weather that is causing disruption to transport and communications, if there is no response from the parents' or carers' contact numbers or the emergency numbers within half an hour of the normal time for school closure, the Headteacher or another senior member of staff will contact the Social Care Duty Officer. 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.**

This policy is reviewed regularly by the Headteacher, in consultation with the governing body, in the light of experience, research and good practice.

Policy Date: September 2021

Policy Review Date: September 2024

Signed (Headteacher): 

Signed (Chair of Governors): 