



The Froebelian School **Missing Child Policy**

The provisions in this document apply to all aspects of the school including the EYFS, Breakfast Club, Little Acorns, Homework and Activities Club, Summer Holiday Club, 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 of our 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) 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 web site [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 was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present.
- Inform the Headteacher or, if absent, the next most senior member of staff.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Ensure the safety of all the other children.
- At the same time, arrange for one or more adults to search everywhere within the school, both inside and out, starting with the areas where a young child is most likely to be found. We will carefully check all spaces, cupboards, washrooms etc. where a small child might hide.
- 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 would be taken:

- Inform the Lead Designate Child Protection Officer
- 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 would notify the Police.
- All staff would 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 would set out on foot to attempt to catch up with him/her.
- The Lead Designate Child Protection Officer would inform the Local Safeguarding Partners.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- Ofsted would be informed.
- The Insurers would be informed.
- If the child is found seriously injured, a report would be made under RIDDOR to the HSE

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.

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

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- Staff would ensure the safety of the remaining children and, if appropriate, they would be taken back to school.
- Inform the Head and the Designate Safeguarding Lead by mobile phone.
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. If appropriate, the Head would arrange to go to the venue at once

- Contact the venue Manager and arrange a search.
- Contact the Police.
- The Designated Safeguarding Lead would inform the Local Safeguarding Partners.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chair of Governors.
- Ofsted would be informed.
- The Insurers would be informed.
- If the child is found seriously injured, a report would be made under RIDDOR to the HSE.

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.

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 should be referred to the Headteacher.
- 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, 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 2018

Policy Review Date: September 2021

Signed (Headteacher): 

Signed (Chair of Governors): 