



Ravensmead Primary School

Early Years Foundation Stage

Missing Child Policy and Procedures

Introduction

The welfare and security of children in our school is paramount and all possible and practical policy and procedures have been implemented to ensure this remains a priority.

It is however important that in the unlikely event of a child going missing, staff quickly follow agreed procedures. This will ensure the child is located as soon as possible and that the correct people are informed.

Systems in place to minimise the risk

Rigorous and stringent steps are taken to ensure the school premises are secure during the school day.

- The main iron gates are unlocked in the morning by the caretaker but are then locked by staff at 9.10am. Children who arrive after 9.10am will need to enter the school premises via the main office and sign their child/children in with the office staff.
- Staff are stationed on all main entry doors and are vigilant should any children attempt to leave the doors in search of their parent/carer. The doors are locked at 9.00am and can only be unlocked via the inside.
- The children are supervised at all times by the lunchtime supervisors whilst the gates are unlocked during the period when parents are bringing their young children to the Nursery.
- The main iron gates are unlocked once again at 3.00pm by the Reception staff in preparations for the arrival of all parents of children in the Foundation Stage.
- The attendance register is taken at the start of the morning and afternoon session. It is the responsibility of each staff member to be aware of how many children are present. Children who arrive late are recorded in the late book and are entered as 'late' in the register by the office staff. Staff need to have regard of these children in the total head count of the class. This applies equally to those children who leave school during the day.
- In Nursery and Reception classes the names of the children present will be displayed.
- Children starting school at the beginning of the term or part way through a term must be made aware of the boundaries of where they can and cannot go.
- At the end of the day/nursery session, children are only released from staff to a known adult. This system is followed for children being collected during the day for appointments etc.
- Parents are made aware, through initial meetings and news letters, of the need for close supervision of children at all times before and after school while waiting in the playground.
- All staff are encouraged to wear name badges at all times.
- All visitors to the school are required to sign in at the office and wear a visitor's badge.
- Children who are not collected at the end of the day/session at the appropriate time are supervised by staff at all times. Children in the EYFS will not be allowed to leave the

premises unsupervised.

In the event of a child being found to be missing it is vital that prompt action is taken.

Procedure

1. The missing child is identified and the last known whereabouts of the child identified if possible. (The chances of finding a missing child safe are greatest if the child's absence is noted as soon as possible)
2. The register is checked to make sure no other child has also gone astray.
3. The Head teacher, Deputy or Assistant Headteacher are informed.
4. A member of staff will arrange for the other children to be supervised. This may be with another class teacher in another year group. (The remaining children should be gathered together for a story time/rhyme time. Without alarming them, the children should be asked if they have seen the missing child.)
5. A systematic search will be carried out to see if the child can be located in the surrounding area. Staff will search
 - All toilets, cloakrooms, cupboards, under tables, role play areas, cushions, hall and all other areas where a child might hide
 - All outside areas including play houses, passage ways, climbing frames, bushes and trees.
 - Check all exits to ensure they remain secure. If there has been any breach of security search in the vicinity of this area.
6. Make enquiries of any other adults in the vicinity.

If the child cannot be located then the following procedures are followed

The Head teacher, Deputy Head or Assistant Headteacher (in the event of both of these personnel being off-site the designated senior member of staff for that day) will

1. Contact the police and/or any appropriate emergency services. Police have the resources to conduct a search and speed is important.
2. Contact Parents/Carers of the child. Once contacted the parents should be advised to stay at home or ensure someone remains in the home in case the child arrives there. Advise the parents that the emergency services have been contacted and that a staff member is searching the route a child may take home. Parents should be asked for information of anywhere else a child may head for e.g., grandparent, other relatives, the park etc.
3. Contact the appropriate Ofsted officer. We are required to inform them of our systems for preventing this occurrence and a report of the events regarding the incident.

Checking any possible route home

If the child cannot be located on site premises a member of staff should search along any possible routes home that the child might take to get home. They must take a mobile phone and keep in contact with the school. If the member of staff arrives at the home without finding the child they should make contact with the school immediately and await instructions.

Record of events and subsequent report

The following details will be noted in order to help in any search and subsequent investigations

1. Date, time and location of disappearance
2. Who was responsible for the care of the child at the time
3. What was the child wearing

4. Any distinguishing features
5. Circumstances surrounding disappearance
6. Time parents and other agencies were contacted
7. The incident is to be reported and recorded in the incident book
8. If the incident warrants a police investigation then all staff are required to give full co-operation

Informing other people

In very serious cases due consideration must be given to notifying the following people

1. The schools Insurance company
2. Other parents
3. The Local authority
4. Social Care and health
5. Chair/Vice Chair if not found after a long period and, therefore, still causing concern

Dealing with reactions

If such an incident does occur it will be natural for the child's parents to be frightened, distressed and angry. Other parents will also be rightly concerned for the safety of their children. Staff will be upset and shocked that any such lapse in security has occurred.

Emotions and reactions must be dealt with professionally and in a caring and understanding way. Should any staff be approached by parents or media regarding the situation they must refer them to the Head teacher or Deputy Head.

Conclusion

In the case of any such incident occurring the breach of security will be identified, further actions will be implemented and all staff made fully aware.

Agreed by the Personnel/Curriculum Sub Committee at its meeting on

Signed (Chair of Personnel/Curriculum Sub Committee) T. Wilde

Date

Signed (Headteacher) D. Bell

Date

Review Date: September, 2017

