



**RYDES HILL**  

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**PREPARATORY SCHOOL & NURSERY**

## **Missing Child Policy**

*This policy also applies to EYFS*

## Introduction

Our pupils' safety is our top priority, both on and off the premises. Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible.

## Missing Child Procedure

### Actions to be followed by Staff if a child goes missing from the School

Action	Person responsible
Take a register in order to ensure that all the other children were present	Class teacher/TA
Inform the Head (who is also the Designated Safeguarding Lead (DSL)) and supervisory staff in charge (for example, Head of Nursery if a Nursery child is missing)	Class teacher
Ask all of the adults and children calmly if they can tell us when they last remember seeing the child	Class teacher
Occupy all of the other children in the classroom(s) by reading to them or engaging in an appropriate task	TA or other teacher in School
At the same time, arrange for one or more adults to search everywhere within the School, both inside and out, carefully checking all spaces, cupboards or washrooms where a small child might hide	SLT member
Ring the fire alarm and assemble all children on the Tennis Courts and recheck registers	SLT member
Check the doors, gates and our CCTV records for signs of entry/exit	Office Manager

- The office staff will also be informed as they will act as a point of contact for receiving information regarding the search
- The absent pupil's teacher will fill in an incident form, describing all circumstances leading up to the pupil going missing
- If the absent pupil has an allocated social worker, is a looked-after child, or has any SEND, then the appropriate personnel will be informed
- When the pupil has been located, members of staff will care for and talk to the pupil to ensure they are safe and well
- Parents and any other agencies will be informed immediately when the pupil has been located.

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

- The Head would ring the child's parents and explain what has happened, and what steps have been set in motion. The Head would ask the parents to come to the school at once
- A member of SLT would notify the Police
- The Head would arrange for staff 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 Head (who is also the DSL) would inform the Local Children Safeguarding Board (or any subsequently named group replacing LCSBs)
- The school would co-operate fully with any Police investigation and any safeguarding investigation by Social Care
- The Head would inform the Chair of Governors and the Head of Tormead School
- At the discretion of SLT, the School's insurers would be informed
- A report would be made under RIDDOR to the HSE if the child is injured

A full record of all activities taken, up to the stage at which the child is 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 educational visit**

The following actions are to be taken 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

A designated member of Rydes Hill staff would search the immediate vicinity and alert the security management at the visit venue

If the child has not been found within 10 minutes, the remaining children would initially be taken to an area of safety within the premises where the outing is taking place with the remaining members of staff, or would be taken back to school if on a local trip with one member of staff remaining at the visit venue. The member of staff leading the trip would inform the Head (who is also the DSL) by mobile telephone of the situation

The Head, member of SLT, trip leader or pupil's form teacher, would contact the child's parents and explain what has happened, and what steps have been set in motion. The Head would ask them to come to either the venue or the school, whichever is more appropriate, at once.

The member of staff designated to remain at the visit venue would request the Manager of the venue to initiate further searches and to contact the Police.

The Head (who is also the DSL) would

- inform the LCSB (or any subsequently named group replacing LCSBs)
- co-operate fully with any Police investigation and any safeguarding investigation by Social Care
- inform the Chair of Governors
- inform School's insurers
- report under RIDDOR to the HSE if the child is injured

A full record of all activities undertaken 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

### **The following actions should be taken 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
- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will initiate a full investigation (if appropriate involving Social
- 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, lessons for the future.