

## RYDES HILL PREPARATORY SCHOOL & NURSERY

### P14 (ISI 14B) – MISSING CHILD POLICY AND PROCEDURES FOR WHEN A CHILD IS NOT COLLECTED ON TIME (INCLUDES EYFS)



**RYDES HILL**

PREPARATORY SCHOOL & NURSERY

#### CHILDREN'S MISSION STATEMENT

*Think deeply, live wisely, love generously*

#### MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic School where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the School based on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what School stands for and all are encouraged and challenged to be the best they can be.

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## Revision History

Revision	Paragraph Number	Revision
May 2012		Original document
May 2013		Update
May 2014		Update
May 2015		Update
May 2016		Update
March 2017		Update
September 2018		Update
October 2018		Update
Sept 2020		References made to the latest edition of KCSIE 'Outing' replaced with 'educational visit' 'MASH' replaced with 'C-SPA'

## Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DSL	Designated Safeguarding Lead
HSE	Health & Safety Executive
KCSIE	Keeping Children Safe In Education
LCSB	Local Children Safeguarding Board
C-SPA	Children's Single Point of Access
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
SLT	Senior Leadership Team

## **Aim / Objective / Statement of Intent**

1. The welfare of all of our children at Rydes Hill Preparatory School is our paramount responsibility. Every adult who works at the School has been trained to appreciate 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.
2. This policy pays full regard to the current version of Keeping Children Safe in Education. Where there is reference to an action to be taken by the Headmistress in this policy, this action can be carried out by any member of the Senior Leadership Team or other person nominated by them in their absence.

## **Information for Parents**

3. Further information for parents may be found in our “Parent Handbook” and also in our “Early Years Policy and Handbook”, together with our “Supervision of Pupils Policy” (P32). These documents detail:
  - 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 supervision of the playground
4. The enhanced supervisory arrangements for outings involving our youngest children are set out in our “Educational Visits Policy including EYFS” (P12). All of these documents are available via our School website or on request from the School Office. We review these documents regularly (at least once a year) 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 children.

## **Part One – Missing Child Policy**

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

5. 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:

<b>Action</b>	<b>Person responsible</b>
Take a register in order to ensure that all the other children were present	Class teacher / TA
Inform the Headmistress (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
Check the doors, gates and our CCTV records for signs of entry/exit	Deputy Bursar

6. If the child is still missing, the following steps would be taken:
- The Headmistress would 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
  - A member of SLT would notify the Police
  - The Headmistress 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 Headmistress (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 Headmistress would inform the Chair of Governors
  - 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
7. 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.

8. The above information is also contained in the orange section of P35 Major Incident Plan.

### **Actions to be followed by staff if a child goes missing on an educational visit**

9. 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 Headmistress (who is also the DSL) by mobile telephone of the situation
  - The Headmistress, 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. She 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 Headmistress (who is also the DSL) would inform the LCSB (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 Headmistress would inform the Chair of Governors
  - The School's insurers would be informed
  - A report would be made under RIDDOR to the HSE if the child is injured
10. 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.

11. The above information is also contained in Appendix 7 of P35 Major Incident Plan.

### **Actions to be followed by Staff once the child is found**

12. 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 Headmistress will speak to the parents to discuss events and give an account of the incident
  - The Headmistress will initiate a full investigation (if appropriate involving Social

Services/LCSB(or any subsequently named group replacing LCSBs))

- Media queries should be referred to the Headmistress
- 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

13. This guidance applies to a child:

- If not collected at 3.15pm (Kindergarten, Lower Transition & Upper Transition)
- If not collected at 12:00 noon (Nursery morning session)
- If not collected at 1.30pm (Nursery morning session + lunch)
- If not collected at 3.25pm (Nursery)
- If not collected at 3.35pm (Preparatory Department – Lower Prep to Form One)

14. If a child is not collected in accordance with the times above and no previous notification has been given, the child will be escorted to the 'Stay & Play' after school club or Prep Club if they are in the Prep Department, where the child will be safely looked after. (Some other children will be going to 'Stay & Play' as they have booked a session.)

15. If this non-collection is considered unusual or if the school has not had a call from the parents within 20 minutes of the child's expected collection time, explaining the delay in collection, a member of staff will be asked to call the contact numbers for a parent/carer. Staff will take care when speaking to the child to avoid alarming them.

16. If there is no response from the parents' or carers' contact numbers or the emergency numbers by the time the Stay and Play Club finishes, the child will be escorted to the SLT member of staff on duty who will continue to try to contact the parents' or carers' or emergency contact.

17. In the event that the child has still not been collected, nor contact made with a parent/carer or emergency contact, the SLT member of staff on duty will contact :

- Surrey County Council Emergency Duty Team on **01483 517898** and will confirm the request **via email to [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)**

(This service is available Monday to Friday from 5pm to 9am only)

18. Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's home and will check with the Police. The Headmistress and SLT will make a full written report of the incident.



## Part Three – Children Missing from Education

19. Effective information sharing between parents, schools and local authorities is critical to ensuring that all children of compulsory school age are safe and receiving suitable education.
20. Children reach compulsory school age on the day of their fifth birthday but may be registered with Rydes Hill Preparatory School and Nursery from birth onwards and may be admitted to our Nursery as a pupil from the beginning of the term in which they will reach their third birthday (known as “rising threes”).
21. During the admissions process the School will obtain a record of a minimum of two contact telephone numbers for each registered pupil and may also obtain email addresses or other relevant contact information. A minimum of two contact telephone numbers will be maintained whilst the child is a registered pupil.
22. The School will enter the pupil on the admission register at the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.

### **Actions to be taken by staff when a child is missing from education**

23. If a pupil fails to attend on the agreed or notified date, or any subsequent date thereafter, the school will contact the parents or carer’s to establish the child’s whereabouts. If initial attempts are unsuccessful the School will continue to attempt contact using all reasonable means to establish the whereabouts of the pupil.
24. If contact cannot be established within 1 school day then staff must raise this as a concern with the DSL. The School will follow its Safeguarding and Child Protection Procedures, and a referral to the C-SPA team will be made where the child is above compulsory school age.
25. Where the pupil is below compulsory school age the DSL will consider carefully whether a referral to the C-SPA team is appropriate and may contact the LCSB for further advice where there is any concern for the child.
26. For further details please refer to P04 Safeguarding & Child Protection Policy.

**We undertake to look after the child safely throughout the time that he or she remains under our care and will at all times use our best endeavours to put the best interests of the child first.**