



PRE-PREPARATORY DEPARTMENT

MISSING CHILD POLICY

School Mission Statement:

***“Learning and growing in
the light of the gospel”***

WITHIN THE POLICY:

- Daily Routine
- Educational Visits
- Procedures in the event of a child going missing
- Procedure when a child is not collected from School

Daily Routine

Duty Teachers send the children from the playground to their classrooms when the whistle is blown (8:50am) or, if it is raining, from the duty teacher's classrooms. Children start coming into School at 8am and are signed in, in the Foyer by the person dropping them off.

During lesson time:

Staff mark registers promptly and accurately first thing in the morning and after lunch on the 3sys Computer System. They are checked in by Reception and anyone for whom we haven't had a message has a call home to see why the child is not in School.

If pupils leave the classroom security to work in other parts of the department, the class teacher must ensure that adequate supervision is maintained at all times and all pupils are accounted for on return to the classroom.

Updated contact information for parents and carers is sought and maintained and a copy is kept in the Head of Department's office and in the Main School Reception on the Pass computer system. External class doors leading onto the playground are unlocked as they are Fire Escapes during lessons. The doors can easily be opened from the inside.

Play time:

Pupils are guided to the external doors by staff. Duty staff (2) should be on the playground before pupils come out. Staff, patrol all areas in the playground throughout the session, a third member of staff is a First Aider and based either in the Foyer or outside on the playground.

Lunch time:

Lunch time supervisors collect the children from the individual classrooms, assist in toileting and putting on coats and walk the children to the Refectory where they eat their lunch. Lunch time supervisors walk the children back to the department playground in twos and remain on the playground until a member of the Pre-Preparatory staff comes on duty.

Home time:

The School day finishes at 3:30pm and if parents are picking up their child then they collect them from their child's classroom and sign them out on the clipboards outside. Any children who are not collected at 3:30pm go onto the playground or into the duty teachers' classroom, on a wet day, where they are supervised until Tiffin (after School Club) at 4pm.

Tiffin takes place over two classrooms and staff serve tea to the children and organise activities. The children remain in this room until they are collected and signed out with the staff.

The After school Tiffin staff are responsible for turning off the lights and locking the building, they then post the keys through the Main School door. Children who are not collected by 6pm are taken by the after School staff to the 'The Hub' in main school where a member of the Senior Management Team will contact their parents and make necessary arrangements.

Educational Visits

Thorough risk assessments and adequate staffing: pupil ratios (at least following national guidance and often in excess of this) are provided when pupils leave the school premises. Permission from parents is obtained specifically for each trip and contact details and medical information listed. Mobile telephones are taken on every visit and a list of contact numbers are left at Reception, including contact numbers for staff and the address the trip is taking place.

Procedures in the event of a child going missing

In the event of a member of staff fearing that a child has gone missing while at school:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of the SMT and school office immediately. The SMT member and any teaching assistants will carry out a thorough search of the building, including outside areas, toilets and storage areas.
2. The following lists held in the school office will be checked:
 - Attendance registers
 - Recorded absence list
 - Music lesson lists
 - Lists of those attending other schools (eg. CTK on Transition activities).
3. If necessary, staff will promptly but calmly round up all pupils to a pre-arranged area and a designated member of staff will supervise the children. The safety and care of other pupils is paramount so the security of the school and the number of staff remaining to supervise the other pupils must be adequately maintained while the search continues.
4. Staff will count and name-check all the pupils present against the register while the group are assembled in one place.
5. A thorough check of all exits will be made, to make sure all gates/doors were locked/bolted and there are no other ways a pupil could have left the school. If something is discovered this needs to be drawn to the attention of the SMT immediately.
6. At the same time the CCTV will be reviewed.
7. If the child is still not found after this initial search, the office is to inform the Headmistress.

8. If the child has not been found after 10 minutes from the initial report of them as missing then parents should be notified. The Headmistress or next most senior member of staff on site will decide at which point the police need to be contacted. Parents should be advised to bring a recent photograph of their child with them.

Parents will be informed, followed by the police (999) after 10 minutes of the first alert.

9. Staff must try to remember and write down a description of what the child was wearing and any distinguishing features.
10. If the missing child has any special medical or learning needs then these need to be noted to be disclosed to police or other agencies.
11. The Class Teacher is spoken to, to gain further information and asked to confirm if he/she attended the previous sessions.
12. A thorough search of the school buildings continues and is carried out by senior members of staff with the help of other members of staff available, including maintenance department staff.

Particular attention is paid to:

- Rarely used rooms
- Toilets
- Music Room and Computing Room
- All classrooms
- Main School Hall
- The School grounds.

In the event of a member of staff fearing that a child has gone missing while off school premises:

1. The Group Leader must ensure the safety of remaining pupils. At least two adults must stay with them.
2. One or more adults should immediately start searching for the child.
3. The Visit Leader should contact school to alert them.
4. If the child is not found within 5 minutes, the Group Leader must contact The Police by telephoning 999.

The Group Leader should alert school that the police have been contacted and school will make arrangements to notify parents, after which the procedures described above will be followed.

(Reviewed ND August 2017)