



GRACE DIEU

MANOR SCHOOL & NURSERY

This is the policy of Grace Dieu Manor School, incorporating the Early Years Foundation Stage, Pre-Prep and Junior Prep.

Lost or Missing Child Policy & Procedure

School Mission Statement:

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

WITHIN THE POLICY:

- **Lost or Missing Child in Nursery (0-3 yrs)**
- **Daily Routine (Cygnets -Yr 6)**
- **Procedure in the event of a child going missing (Cygnets - Yr 6)**

Lost or Missing Child Procedure in Nursery (0-3 yrs)

At the Nursery, children's safety is paramount in all that we do. In the unlikely event of a child becoming lost whilst in our care, the following procedure will be adhered to.

Aims

- The Nursery Manager will carry out a thorough search of the premises and the immediate surrounding area. Headmistress/SLT and School Reception will also be informed.
- If the child is not found the parent is contacted and the missing child is reported to the police.
- The register is checked to make sure no other child has also gone missing.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- Person in charge talks to staff to establish what happened. All is recorded on an incident report form.

If a child goes missing from an outing where parents are not attending and responsible for their own child, the setting ensures that the following procedure is adhered to;

- As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff member searches the immediate vicinity but does not search beyond that.
- The Nursery Manager is informed, if he/she is not on the outing and they are to make their way to the venue to aid the search and be the point of contact for the police as well as support staff.
- The staff contact the police using the mobile phone and report the child as missing.
- Staff take the remaining children back to the setting.
- The person in charge of the setting contacts the child's parent who makes their way to the setting or outing venue as agreed with the person in charge.
- If the child is known to be on the 'At Risk Register', Social Services must be notified.
- In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.

The Investigation

- The Nursery Manager carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- The key person/partner writes an incident report detailing:
 - the date and time of the report;
 - names of the staff/ children that were in the group/outing;
 - when the child was last seen in the group/outing;
 - what has taken place in the group/outing since then; and
 - the time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened.

- If the incident warrants a police investigation all staff will co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- OFSTED is informed.

Daily Routine (Cygnetts – Yr 6)

Cygnetts & Pre-Prep

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 Gentili Foyer, by the person dropping them off.

Junior Prep

Pupils begin to arrive in School from 8am. Pupils in Years 3 & 4 'Sign In' each morning via their entry route (The Courtyard) and Register each morning at 8.40am. Pupils in Years 5 & 6 'Sign In' via their entry route (The Hub) and Register each morning at 8.40am. (*Our Supervision of Children Policy and Procedure gives a thorough outline of the supervision permeating the School day.*)

During lesson time

Class teachers mark registers promptly and accurately using electronic registration (3sys) and accurately first thing in the morning and after lunch. Absences are checked by Reception and anyone for whom we have not had a message is called at home to see why their child is not in School.

If pupils leave the classroom security to work in other parts of the School, 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 Office of the Head of EYFS & Pre-Prep and in the Main School Reception on the Pass computer system.

In the Gentili Building (Cygnetts and Pre-Prep) 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.

Playtime

Cygnetts & Pre-Prep

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 First Aid station is available on the playground.

Junior Prep

Staff patrol all areas in the playground(s) throughout the Break and Lunch Sessions. During lunch times Lunchtime Supervisors are in place. A duty rota is in place – See also *Supervision of Children* document.

Lunch Time

Cygnets & Pre-Prep

Lunchtime 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. Lunchtime 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.

Junior Prep

One member of the SLT, along with the Lunchtime Supervisors, patrols during Lunch.

Home Time

Cygnets & Pre-Prep

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 or in the Cygnet classroom. 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. Cygnets remain in their playground until 4.00pm.

Cygnets - have tea in their rooms and remain with their Keyworkers until they are collected and signed out by their parents between 4-6pm.

Tiffin - Swans –Yr2 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 Leadership Team will contact their parents and make necessary arrangements.

Junior Prep

The School day finishes at 4.00pm and if parents are picking up their child then they collect them from The Courtyard (3&4) or The Hub (5&6) ensuring that they have been signed out. Further details are provided in the *Supervision of Children Policy and Procedure*.

Children who are not collected by 6pm will have their parents contacted by one of the Senior Leadership Team and make necessary arrangements. Invariably the child will be with the Headmistress (or SLT member) until parents arrive.

Educational Visits

Thorough risk assessments and adequate staff/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 for each trip (a 'blanket' permission is sought at the beginning of each year) and contact details and medical information listed.

School Mobile telephones are taken on every visit and a list of contact numbers are left in Reception, including contact numbers for staff and the address the trip is taking place.

Procedure in the event of a child going missing (Cygnets –Yr 6)

In the event of a member of staff fearing that a child has gone missing whilst at School:

1. If a teacher suspects that a child is missing from a lesson or activity, they contact the nearest member of SLT and School office immediately. The SLT 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:
 - a. Attendance Registers
 - b. Recorded Absence list
 - c. Music lesson list
 - d. Lists of those attending other schools (e.g. Taster Days/Transition activities).
3. If necessary, staff will, promptly but calmly, round up all pupils to a pre-arranged area (the lawn as per the Fire Arrangements) 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 in the School must be adequately maintained while the search continues.
4. Staff will count and name-check all the pupils present against the register while the groups 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 SLT immediately.
6. At the same time, the existing CCTV will be reviewed.
7. If the child is still not found after this initial search, the office is to inform the Headmistress or the Deputy Head.
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 (NORMALLY School uniform but could be PE kit or Home Clothes) and any distinguishing features.
10. If the missing child has any special medical or learning needs then these need to be noted, in order to be disclosed to Police or other agencies.

11. The Class Teacher is to be spoken to, to gain further information and asked to confirm if the child attended the previous sessions/activity.
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:

- a. Rarely used rooms;
- b. Toilets;
- c. Music room and ICT room;
- d. All classrooms;
- e. Main School Hall;
- f. 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 the 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 Police by telephoning 999.
5. 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 MK (Sept. 2019)

