

MISSING CHILD POLICY

FOUNDATION STAGE

INTRODUCTION

The welfare of all of our children at Durham High 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.

INFORMATION FOR PARENTS

Our "Information for Parents of EYFS and Early Years Children" describes:

- The arrangements for the beginning and end of the school day
- The role 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 physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school.

ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL

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:

- Take a register in order to ensure that all the other children were present
- Inform the Head of the Nursery Department/Foundation Coordinator
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) by reading to them
- At the same time, arrange for one or more adults to search everywhere within the Foundation Stage, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors and gates for signs of entry/exit
- If the child is still missing, staff should follow the Missing Pupil Procedures.

During the school day – upon discovering that a child is missing from their form or any other supervised activity during the school day, the following procedures should be activated:

- Headmistress or Head of Junior House should be informed and an incident form opened and the time recorded by them.
- Classmates and friends should be asked of the child's whereabouts and any relevant information noted. Also, where and when the child was last seen.
- A check made with the appropriate Form Teacher and/or register.
- A check with the school office for any further information which may have arisen as the result of a recent phone call to explain the absence.

A thorough search of the school premises will be organised and coordinated by the CPO, who will inform the relevant Form Teachers of the child's disappearance.

A base will be made in the School Office from which the search will be coordinated, and will include the assistance of the grounds and maintenance staff via the two way radios. The SMT will decide on search areas for appropriate staff. This search should be concluded within half an hour of the initial report of absence. The CPO will extract personal files on the child, and a recent photograph, if available, they will then contact parents and police then be informed and the Local Children Safeguarding to inform them of the situation.

The School would cooperate fully with any investigations. The Headmistress will then inform the Chair of Governors and Ofsted in the case of a pupil from the Foundation Stage.

ACTIONS TO BE FOLLOWED 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
- An adult would search the immediate vicinity
- The remaining children would be taken back to school
- Inform the Head of the Junior School and the Child Protection Officer by mobile phone
- Ask the Head of Junior School to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to [the venue/the school] at once
- [Contact the venue Manager and arrange a search]
- Contact the Police
- The Child Protection Officer would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Ofsted would be informed if the pupil is part of the Foundation Stage

**Missing Pupil Procedures
Incident Form**

Please print all information

Date:
Name of missing pupil
Age
Address
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Contact telephone number
Emergency telephone number
Mobile number
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Form Teacher
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Form

Person reporting missing pupil
Time pupil was first missed
Place where pupil was last seen
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Apparent reason for disappearance, if known:
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Outcome

Pupil found by
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Date & Time
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Full details of location
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Visual assessment of pupil's health and mental state
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Reaction of parent/guardian
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Signature of person finding the pupil
Please print name below signature

Reviewed: Autumn 2009

Standard 2 Organisation

Children Act Regulation – you must have procedures to be followed in the event of a child being lost or a parent failing to collect a child.