



Missing Child Policy & Non Collection by a Parent Policy

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1. Introduction

The welfare of all children at Chafyn Grove School is our paramount responsibility. Every adult who works at the school had been trained to understand that he/she has a key responsibility to help keep children safe at all times. Our staffing ratios ensure that every child is well supervised whilst in our care.

2. Information for Parents/Carers

The companion document 'Information for Parents of Early Years children' outlines:

- the arrangements for handing over children at the beginnings and ends of school days, including at Breakfast Club or from After School or Supper Clubs
- staff qualifications and the arrangements for supervising children whilst they are at school
- the arrangements for registering children at the start of both morning and afternoon sessions, and on After School Club
- the physical security measures in place to prevent unsupervised access to or exit from the building

We review policies regularly (at least once a year) in order to ensure that they are robust, effective and up to date. All new staff receive a thorough induction programme.

Missing Child Policy

3. Actions to be followed by staff if a child goes missing from 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 is found to be missing, we will:

- take a register to ensure that all the other children are present
- inform the Head of Early Years or Key Stage One
- ask all adults and children calmly if they can tell us when they last remember seeing the child
- occupy the remaining children in their classroom(s) by reading them a story
- at the same time, arrange for one or more adults to search everywhere within the department, both inside and outside, carefully checking all spaces, cupboards, bathrooms or other places where a small child might hide
- check the door for signs of exit or entry

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

- inform the Child Protection Officer and the Front Office
- send an email to inform the whole staff
- telephone the child's parents/carers to explain what has happened, what steps have been set in motion and request that they come to the school at once
- arrange for staff currently not teaching to search the rest of the school premises (both inside and outside)
- if the child's home is within walking distance, ask a member of staff to set out on foot to see if they have attempted to walk home
- the Designated Safeguarding Lead (or Deputy Safeguarding Lead) will notify the Police and inform the Local Children Safeguarding Board
- inform the Chair of LGB, OFSTED and the school's insurers
- cooperate fully with any Police investigation and/or safeguarding investigation by Social Care
- make a report under RIDDOR to the HSE (if the child is injured)
- complete an incident report giving a full record of all actions taken until the child was found

4. Actions to be followed by staff if a child goes missing on a trip/visit

Should a child go missing whilst out on a school trip or visit we will:

- carry out an immediate head count to ensure all the other children are present
- ask an adult to search the immediate vicinity
- contact the venue manager and arrange a search
- take the remaining children back to school
- inform the Head of Department (Early Years or Key Stage 1) by telephone
- ask the Head of Department to telephone the child's parents/carers to explain what has happened, what steps have been set in motion and request that they come to the venue or school (as appropriate) at once
- contact the Police

- the Designated Safeguarding Lead will inform the Local Children Safeguarding Board
- cooperate fully with any Police investigation and/or safeguarding investigation by Social Care
- inform the Chair of LGB, OFSTED and the school's insurers
- cooperate fully with any Police and/or safeguarding investigations
- make a report under RIDDOR to the HSE (if the child is injured)
- complete an incident report giving a full record of all actions taken until the child was found

5. Actions to be followed by staff once the child is found

Once a child is found staff will:

- talk to, take care of and, if necessary, comfort the child
- speak to the other children to ensure that they understand why they should not leave the classroom, school buildings or grounds or separate from a group on an outing
- speak to the parents to discuss the events and give an account of the incident

The Headmaster will:

- promise a full investigation (involving Social Services/Local Children Safeguarding Board if appropriate)
- respond to any media enquiries

Any investigation will involve all concerned providing written statements. The report will be detailed and cover date and time, place, numbers of staff and children involved, when the missing child was last seen, what appeared to have happened, the length of time the child was missing and any steps to be taken/lessons learnt for the future.

Non-Collection by Parent Policy

6. Actions to be followed by staff if a child is not collected

If a child is not collected within half an hour of the agreed or usual collection time the contact numbers for parents/carers will be called. If there is no answer, the Head of Department or Front Office will begin to call the emergency numbers for this child.

Chafyn Grove School Pre-Prep Department

During this time the child will be safely looked after in After School or Supper Club until 6pm, at which time they will be handed over to a member of the boarding team (usually a matron) to be cared for in the Boarding House whilst further telephone calls are made.

Only if no member of the family could be contacted within a 3 to 4 hour period will the Social Care Duty Officer on 01722 327551 be called. Social Care will arrange for a visit to be made to the child's house and will check with the Police. The child will continue to be looked after in the Boarding House if necessary.

A full report of the incident will be written up.

We undertake to look after the child safely throughout the time that he or she remains under our care.

HM

Reviewed: August 2025

Next review: August 2026