



Missing Child Policy: Prep School

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1. Introduction

The welfare of all of our children at Chafyn Grove 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. 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 is found to be missing, we will carry out the following actions:

- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Take a register in order to ensure that all the other children were present
- Inform the Front Office
- Occupy all of the other children in their classroom(s)
- 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, washrooms where a child might be.
- Check the doors and windows for signs of entry/exit

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

- Inform the Headmaster
- Send whole staff email to inform
- Ring the fire alarm to assemble the whole school for registration and questioning on the Playground
- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask one of them to come to the school at once
- The Designated Safeguarding Lead will notify the Police
- The Pastoral Deputy Head will 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 will set out on foot to attempt to catch up with him/her
- The Designated Safeguarding Lead will inform the Local Children Safeguarding Board
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Local Governing Board (LGB)
- Ofsted would be informed
- The Insurers will be informed
- If the child is injured a report will be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures will be adjusted.

3. Actions to be followed by Staff if a Child goes missing on an outing

- An immediate head count will be carried out in order to ensure that all the other children were present
- An adult will search the immediate vicinity
- Contact the venue Manager and arrange a search
- The remaining children will be taken back to school
- Inform the Front Office and the Headmaster by mobile phone
- Ask the Office 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 or the school, as appropriate, at once
- Contact the Police
- The Designated Safeguarding Lead will inform the Local Children Safeguarding Board
- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of LGB
- Ofsted will be informed
- The Insurers will be informed
- [If the child is injured] A report will be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures would be adjusted.

4. Action to be taken if a child goes missing during boarding time

- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Take a register using the **fire list/boarders list** in order to ensure that all the other children are present
- Inform the Housemaster
- Occupy all of the other children in the boarding house
- 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, washrooms where a child might be.
- Check the doors and windows for signs of entry/exit.
- If the child is not found, ring the fire alarm and inform the headmaster (or a member of SMT if he is not available).

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

- Ring the child's parents and explain what has happened, and what steps have been set in motion. Ask one of them to come to the school at once
- The Housemaster or Headmaster will notify the Police
- The Housemaster/Headmaster will 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 will set out on foot to attempt to catch up with him/her
- The Designated Safeguarding Lead will inform the Local Children Safeguarding Board

Missing Child Policy and Non Collection by Parent Policy

- The school will cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of LGB
- Ofsted would be informed
- The Insurers will be informed
- If the child is injured a report will be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found will be made for the incident report. If appropriate, procedures will be adjusted.

5. Actions to be followed 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 on an outing
- The Headmaster will speak to the parents to discuss events and give an account of the incident
- The Headmaster will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headmaster
- 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 length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

Non-Collection by Parent Policy: Prep School

6. Action to be followed if a child is not collected

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the teacher or Front Office will begin to call the emergency numbers for this child.

During this time, the child will be safely looked after until by the prep team until 6pm at which time the child will be handed over to a member of the boarding team to be cared for in the Boarding House while further calls are made.

Only if no member of the family could be contacted within a 3 or 4 hour period will the Social Care Duty Officer on 01722 327551 be called or the MASH team if no answer (01380 826200). Social Care will arrange for a visit to be made to the child's house and will check with the Police. We will continue to look after the child in the Boarding House, if necessary and will write a full written report of the incident.

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