



Walhampton

**Missing Child Policy including EYFS
Procedures When a Child is Not Collected on Time
Procedures to be followed by staff when finding a child
unsupervised in School – ‘Wandering Child’**

Drafted by: Head of Pre-Prep

Approved by: Education Committee

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Next review date: October 2020

Part One

References:

- A. Keeping Children Safe in Education – DfE guidance dated September 2018.
- B. Statutory Framework for the Early Years Foundation Stage 2018, DfE.
- C. National Minimum Standards for Boarding Schools dated September 2014.

Introduction

The welfare of pupils is paramount. The school endeavours to ensure that no child goes missing and has measures in place to minimise the likelihood of this happening and take the necessary action, should the situation arise.

- Formal registration is taken in the morning at 08.20 and at 13.45 in the Prep and at 08:30 and 13:15 in the Pre-Prep.
- The staff maintain the appropriate high level of supervision throughout the day and are aware of the location of the children in their care at all times.
- When on excursions outside the school premises, staff implement strategies to maximise the safety and security of the children in accordance with the school’s Health and Safety Policy and Educational Visits Policy.
- Staff undertake regular roll calls and head counts. The above measures ensure that situations where a child could be lost are very limited.

The school has rigorous procedures for pursuing unexplained absences, including the aim to contact parents by 9.30am if a child has not arrived in school and the reason for absence is not known. This should ensure that staff become aware at the earliest opportunity of any child who may have gone missing on the way to school. In these circumstances, this policy will be followed.

School policies relating to health and safety and welfare, if strictly adhered to, should prevent any of the above occurring.

The welfare of all of our children at Walhampton school is our paramount responsibility. Every adult who works at the school has been trained to appreciate that they have 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, whilst providing freedom and opportunity for recreation on the school campus.

Staff will know the whereabouts of boarders in their charge (or know how to find their whereabouts) at all times.

Missing Children

It should be noted that a missing child could potentially be at risk of abuse or neglect. We are alert to that possibility and will notify all relevant authorities if it is deemed necessary.

Early Years Foundation Stage

Early Years Foundation Stage (EYFS) children at Walhampton refer to children from 2 to 5 years of age in our Nursery, Kindergarten and Reception classes. Walhampton EYFS is included in the Missing Child Policy and Procedures with the whole School. Procedures include those for missing children, children not collected on time and a wandering child.

The indoors and outdoors premises are safe and secure. The outside play areas are fenced in and the children are supervised at all times. The staff have relevant qualifications and are present in adequate numbers for safe supervision and more staff are available nearby. The department produces risk assessments for playtime and these are revised annually or more often if necessary. Duty staff have appropriate induction on supervision and also talk to the children to remind them of our playtime rules, see Pre-Prep, Junior and Senior School Rules.

No unauthorised person must be able to enter the school premises and steps are taken to prevent intruders entering the premises. There are security systems in place such as keypads on external doors in Pre-Prep and there are signing in/out procedures and name badges for visitors at the school's reception office. Any staff, parent or child arriving and departing outside the usual times is recorded in a separate signing in/out book.

Parents have additional information regarding security in the Handbook for Parents. The children are only released into the care of individuals named by the parents. Except where there is reasonable excuse, written permission or a phone call from parents is requested where children are to be picked up by another adult.

Children do not leave the premises unsupervised, for example music and gym staff from the Prep school, collect from and return children to their Pre-Prep teacher when giving individual lessons. In the event that a child is missing, EYFS staff follow the guidance given in the whole school Missing Child Policy, see 'actions to be followed by staff' both at school and on an outing (as appropriate). For children not collected on time and for a wandering child, see the procedures stated in the whole school policy. Also see Pre-Prep and Early Years Daily Times.

The enhanced supervisory arrangements for outings involving our youngest children are set out in our School Trips Policy, which is available to parents on Firefly. We review these policies annually in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

Actions to be followed by staff if a child goes missing

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 (with a record kept of each action):

1. In the EYFS if a child goes missing, alert the Class teacher or Head of Pre-Prep, who will make enquiries of relevant members of staff as to when the child was last seen and where, to eliminate any misunderstanding. A member of school office staff will check the signing out book to establish whether the child has been legitimately collected from school.
1. If a child goes missing inform the Head, DSL, Head of Pre-Prep (for KS1 and EY children) and other members of SLT on site.
2. Check the register in order to ensure that all the other children were present.
3. Check the pupil records of the missing child for any relevant details that might have a bearing on the situation (e.g. any court orders in place against either parent, the medical condition of the child etc)
4. The secretaries to check the signing out book for day children and boarders.
5. Ask adults (including medical team, form teacher, recent teacher, Music School and Sports Department, LAMDA).
6. Ask the children and adults in the missing child's class, calmly, if they can tell us when they last remember seeing the child.
7. Occupy all of the other children in their classroom as normal.
8. At the same time, arrange for as many staff as possible (academic and support) to carry out a thorough search, both inside and out, carefully checking all spaces, including cupboards and washrooms where a child might hide. Changing rooms and dormitories should be checked and staff should be sent into the grounds. The grounds staff should be asked to assist.

9. Ensure that searchers are equipped with mobile phones or walkie-talkies.
10. Note the names of those involved in the search.
11. A phone call may be made to the pupil's parents (or guardian), explaining what has happened, and describing the steps that have been set in motion and inviting them to come to the school at once.
12. A fire drill might be held to ensure that the child is not on the site.
13. If the child is still missing after **20 minutes**, the following steps would be taken:
 - a. The Head, DSL or Head of Pre-Prep (if KS1 or EY child) will ring the child's parents and explain what has happened, and what steps have been set in motion. They may ask them to come to the school at once, or delay until further information has come to light.
 - b. The Head /DSL will notify the Police and take advice.
 - c. The Head will arrange for staff to further search the rest of the school premises and grounds.
 - d. If the child's home is within walking distance, a member of staff would set out on foot or in a car, to attempt to catch up with the child in case that is where they might be heading and staff will drive along the main roads to check.
 - e. The DSL would inform the Hampshire Children Safeguarding Board.
 - f. The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
 - g. If the child remains missing, the school would inform:
 - The Chairman of Governors
 - The School's insurers
 - IAPS
 - h. If the child is injured, a report would be made under RIDDOR to the HSE.
 - a. A full record of all activities taken up to the stage at which the child was found would be made for the incident report. Witnesses would be interviewed and asked to provide written statements. If appropriate, procedures would be adjusted.

Actions to be followed by staff if a child goes missing on an school trip (including on sports fixtures)

1. An immediate head count would be carried out in order to ensure that all the other children were present.
2. An adult would search the immediate vicinity.
3. One adult would retrace steps to the last place where the child was seen, the remaining children staying in one place with the other staff.
4. If the child was not located, the remaining children would be taken back to school, or arrangements would be made with the school.
5. Inform the Head and the DSL by mobile phone.
6. Ask the Head, DSL or Head of Pre-Prep (for KS1 or EY child) to ring the child's parents and explain what has happened, and what steps have been set in motion. Discuss with them whether they should come to the location or wait at the school.
7. Contact the venue manager and arrange a search if in a building or on a site such as a garden / castle etc.
1. *If the child is not found after fifteen minutes the police will be called and the school will alert the parents. Staff will co-operate with the police and take any action as directed by them.*
8. The Senior DSL would inform the Local Children Safeguarding Board.
9. The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
10. If the child was not quickly found the School would inform:
 - The Chairman of Governors
 - The School's insurers
 - IAPS
1. If the child is injured, a report would be made under RIDDOR to the HSE.
2. A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

Pupil removed from school premises by unapproved adult

No child is allowed to leave the school site with an adult other than a parent without permission being received from a parent either by telephone or email. This rule must be rigorously enforced. In cases where a parent is legally denied access to their child all staff must be informed in writing of the circumstances together with a photo of the child and, if possible, the parent. If a child is seen (or believed) to be taken from the school site by an unapproved adult, the police and parents will be immediately informed.

Measures in place to ensure a child does not go missing include:

- *Information to staff about challenging unknown persons on the premises*
- *Requirement for all visitors to register on arrival with the office, present evidence of identity on their first visit and obtain a visitor's badge*
- *Boundary security regularly checked by health and safety and maintenance teams.*
- *Supervision of children at all times*
- *Sufficient staff to maintain ratios appropriate to the venue and the nature of the activity being undertaken*
- *Collection policy for children*
- *Rigorous risk assessments for trips*

Actions to be followed by staff once the child is found

1. The Head / DSL /or Head of Pre-Prep (for KS1 and EY children) will contact the parents and any emergency services involved.
11. Talk to, take care of and, if necessary, comfort the child. Counselling may be necessary and it may be best for the child to remain in the Medical Suite or to go home.
12. Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing.
13. Inform all staff involved in the search that the child has been found.
14. The Head and/or Head of Pre-Prep (for KS1 and EY children) will speak to the parents to discuss events and give an account of the incident.
15. The Head will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board).
16. Media queries should be referred to the Head or Bursar (see Crisis Management Procedures).
17. The investigation should involve all concerned providing written statements.
18. The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appears to have happened, [the purpose of the outing], the length of time that the child was missing and how they appear to have gone missing, lessons for the future.

Part Two

Procedures to be followed when a child is not collected on time.

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 school office or member of staff will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3 hour period, or when the School is closing (for example at an exeat or for a holiday), the Head will:

1. Make emergency arrangements for the child (either staying at school, if the school is open or arranging for other care, perhaps with friends) and
19. Check with the Police in order that they may visit the child's house.
20. The school will make a full written report of the incident.

Part Three

Procedures to be followed by staff when finding a child unsupervised in School

'Wandering Child'

ASK where they are going/where they are supposed to be.

ACCOMPANY the child to the care of a responsible adult.

It is not advisable to send them to another unsupervised place such as the Library unless you are to join them directly. The Medical Room or Head of Department's room are generally the most suitable places, as checks may be made by phone on where the child should be.

No child must be able to leave the Pre-Prep unsupervised. Pre-Prep (KS1 and EYFS) children should always be under supervision of a member of staff when moving around the School site. Any Pre-Prep child found wandering should be accompanied back to Pre-Prep and the incident reported to the Head of Pre-Prep. The Head of Pre-Prep and the child's class teacher will discuss the incident and decide if further action is required.

Related Documents:

1. School Trips Policy