

Lost / Missing Child Policy

- On and Off Site

- Home Boarding

Approved by:

School Business Manager
School Education Manager
College Education Manager

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SG Lead Trustee (Education)
Chair of Trustees

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1. Aims

Safeguarding our children means holding their safety and wellbeing in the heart of the School and this means, amongst other things, vigilant supervision, adherence to relevant Policies and risk assessments and a clear understanding of the processes to be followed should a child run away or go missing whilst in our care.

A missing child normally must take priority over all other activities. Members of staff who are not teaching may be expected to immediately take part in assisting.

In the event of a lost child incident Business and Education support teams will follow the following procedure.

2. On Site Procedure

Start of Day

Registers are checked for unaccounted missing pupils by reception when they are returned to the office at 9am and 2pm. In the event of a child being unaccounted for after registers are taken, the parent will be telephoned by Reception. If the parent cannot be reached or cannot account for their child, the Education and Business Support teams are notified via radio. A search of the premises and immediate vicinity begins. If the child is not found in the vicinity within the allotted time frame (see below), the police and Safeguarding Team will be notified.

Child absent from school at registration:

Mark register with relevant code

- If you are aware of any unusual circumstances make a very visible note for reception staff – or consider sending a child with a note FAO reception staff (e.g.: child reported to have left home but not arrived, or child's situation / behaviour gives rise to concern about absence)

Reception staff will phone home to report absence and ask for explanation.

- Where an urgent message is sent this will be given priority.
- Where particular concern has been conveyed to reception staff or not (e.g. younger child, child at risk), reception staff will try to contact the parent on all available phone numbers and the emergency contact number. If there is still no response, reception staff will seek out siblings in school.
- If no response from the above or no clarity about whereabouts of child, reception staff to inform the Designated Safeguarding Lead or Deputy DSLs whose responsibility it is to escalate the matter accordingly to MASH/ police.

For children absent at Afternoon Registration who were present in the morning and have not signed out of school, teachers leave a gap in the register so Reception can follow up on where the child is.:

During the Day

If a child is noted to be missing or unaccounted for, one of the following procedures is put into place:

Kindergarten:

- A circuit check is made of the immediate vicinity by the Kindergarten staff.
- If the child is not found in 5 minutes, Reception are contacted who alert Education and Business support via radio. At this point the team agree delegation of duties and responsibilities; who will coordinate the team.
- Education and Business Support undertake a search of the grounds and vicinity.
- If the child is not found in the vicinity within 10 minutes, the delegated person will notify the police and Safeguarding Team. At this point the parents are also notified.

Lower Middle and Upper school:

- The Teacher in charge notifies Reception.
- Reception contacts the Education and Business Support via radio. At this point the team agree delegation of duties and responsibilities; who will coordinate the team and contact the police.
- Education and Business Support staff then make a circuit check of the Lower and Middle School toilets and buildings, and undertake a search of the grounds and vicinity.
- If the child is not found in the vicinity within 30 minutes, the delegated person will notify the police. At this point the parents are also notified.

When found:

- All delegated Education and Business Support team are notified via radio.
- The delegated person will inform the police and parents, if they had previously been notified of the child being missing.
- An incident log is completed.
- The incident is reported in the subsequent teachers' meeting and Safeguarding meeting where any arising issues of Safeguarding, discipline, Health and Safety, Pastoral Care are taken up by the relevant adults.

4. Off Site Lost Child Procedure

- Immediately upon noticing a child is missing from the group the Trip Leader will be informed.
- The Trip Leader ensures a circuit check is made of the immediate vicinity, whilst all remaining children are looked after in a supervised group.
- If possible, the last place the child was seen in will be checked.
- If the child is not found within 10 minutes of noticing they are lost, the Trip Leader will notify the Police and the School. At this point the parents will also be notified.

When found

- All staff on the trip including the Trip Leader are notified via telephone or face to face (whichever is quickest)
- The delegated person will inform the police and parents, if they had previously been notified of the child being missing.
- An incident report is completed.
- The incident is reported in the subsequent teachers' meeting and Safeguarding meeting where any arising issues of Safeguarding, discipline, Health and Safety, Pastoral Care are taken up by the relevant adults.

5. Procedures to be followed by staff when a child is not collected on time at the end of their day

If a child is not collected within 20 minutes of the agreed collection time, Reception will call the contact numbers for the parent or carers. If there is no answer, Reception will begin to call the emergency numbers for this child. During this time, the child will be safely looked after by Reception or a delegated member of staff. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 2hour period / when the premises are closing, the delegated person will contact the Social Care Duty Officer (see GSCB website). Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and

will check with the Police. We will make a full written report of the incident.

Lost Child Procedure Awareness Training

The following termly training of staff will be provided by the Faculty Chairs:

Lower, Middle & Upper School:

- A review of the Lost Child Procedure.
- A reminder for teachers to be aware of seasonal risks during expeditions, walks and outdoor lessons within the school grounds, and to complete seasonal risk assessments to reflect this.
- A reminder that all teachers must have the school contact numbers in their mobile phones.
- A reminder that pupils should report to Reception immediately in the event that a child has been missing from lessons/school activity without teacher's knowledge of where they are.

Kindergarten:

- A review of the Lost Child Procedure.
- A reminder for Teachers to be aware of seasonal risks during expeditions, walks and outdoor lessons within the school grounds, and to complete seasonal risk assessments to reflect this.
- A reminder that all Teachers must have the school contact numbers in their mobile phones. If two teachers/assistants are with the class then each should carry a phone with the appropriate numbers inserted.
- A reminder that, to facilitate clear lines of communication, two mobile phones (one for each teacher and one for an assistant) are to be carried on walks outside of the kindergarten boundary.
- A reminder that each kindergarten group are to be taken down to Reception once per term and reminded that the reception is the place to go if they ever get lost.
- A reminder for teachers and assistants to do frequent head counts.

Non-Teaching Staff:

- A review of the procedure involving any relevant staff involved in the Lost Child Procedure to include Reception, and Education and Business Support.

6. For Boarding Students

For students 16 and older:

When students are missing from the house, the boarding host should call the student's phone. A search of the house and garden should be undertaken by the hosts. If the student is not found within 1 hour minutes, the police should be called.

Illness and at home:

If a student is ill and needing to stay home, and a host parent cannot be with them the whole day, then the student and the boarding host should be in phone contact during that time. The host should be close enough to be home within half an hour. If the host cannot contact the student or if the student is missing from the house and is not contactable then the police should be called. The student's parents, the Boarding Administrator and Safeguarding team should be informed.

Social situations:

Social events should always be discussed by both the student and the boarding host so that the student can stay safe and the boarding host can feel secure that the student is safe. The student's parents should be informed and the Boarding Administrator also. A boarding host should be able to contact the student while they are away at any time. If the student is out of contact and/or the boarding host cannot find the student at the agreed time and pick up place especially at night, within 30 minutes, the delegated person will notify the police. The student's parents, the Boarding Administrator and Safeguarding team should be informed.

Travel on weekends and holidays:

Students should arrange all weekend or holiday excursions with their own parents and the boarding hosts; written agreement should also be sent to the Boarding Administrator. The student should check in with the host while they are out and be available for contact throughout this time. If the contact is lost, or the agreed-on check in is not happening, the police should be contacted. The student's parents, the Boarding Administrator and Safeguarding team should be informed.

The Boarding Administrator should be told/email sent, of students and the above mentioned situations (illness, parties or sleep overs, or traveling during holiday or weekends).

For young students under 16 years old

When students are missing from the house, the boarding host should call the student's phone. A search of the house and garden should be undertaken by the hosts. If the student is not found within 30 minutes the police should be called.

Illness and at home:

If a student is ill and needing to stay home, ideally a host parent should be with them. The student should not be left alone for more than 4 hours. The boarding host should be in phone contact during that time of absence. If the student cannot be reached and there is concern the police should be called. If the student has left the house and is not contactable then the police should be called within 30 minutes. The student's parents, the Boarding Administrator and Safeguarding team should be informed.

Social situations:

Social events should always be discussed by both the student and the boarding host so that the student can stay safe and the boarding host can feel secure that the student is safe. The student's parents should be informed and the Boarding Administrator also. A boarding host should be able to contact the student while they are away at any time. If the student is out of contact and/or the boarding host cannot find the student at the agreed time and pick up place, (especially at night) within 20 minutes, the delegated person will notify the police. The student's parents, the Boarding Administrator and Safeguarding team should be informed.

Going to parties like on the commons or staying overnight, where there are no responsible adults present **is not permitted**.

Travel on weekends and holidays:

If a student has their parent's permission to travel, they must do so with a responsible adult.

Students should arrange all weekend or holiday excursions with their own parents and the boarding hosts, written agreement should also be sent to the Boarding Administrator. The student should check in with the host while they are out and be available for contact throughout this time. If the contact is lost, or the agreed-on check in is not happening, then the police should be contacted. The student's parents, the Boarding Administrator and Safeguarding team should be informed.

7. Roles and responsibilities

The board of trustee

The trustees are responsible for monitoring the implementation of this policy. It also holds the School Management Team to account for the implementation of this policy.

The School Management Team

The SMT is responsible for ensuring this policy is implemented consistently across the school.

Class / Subject teachers / Guardians

Class / subject teachers and Guardians are responsible for ensuring pupils are in their lessons on a daily basis.

8. Monitoring arrangements

This policy will be reviewed annually by the School Education Manager. At every review, the policy will be shared with the trustees.

9. Links with other policies

This policy is linked to our Child protection and Safeguarding Policy