

Including Sandleford, our Early Years Foundation Stage provision

## Missing Child Policy

<b>Authorised by</b>	resolution of the Board of Governors
<b>Date</b>	Autumn 2010
<b>Reviewed</b>	Autumn 2015 Autumn 2016 (1-0-1) Spring 2017 (1-0-2) Autumn 2019 (1-0-3)
<b>Circulation</b>	Published on the School's Website

### Introduction

The welfare of all of our children at St Gabriel's 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 designed to ensure that every child is supervised the whole time that he or she is in our care.

### Information for Parents of EYFS pupils

Our companion document, "Sandleford Parent Handbook" describes:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications 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

The supervisory arrangements for outings involving all our children are set out in the Supervision of Pupils policy including EYFS. The document is on our website and can be provided to parents on request. We review this policy regularly in order to satisfy ourselves that it is 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 From The School including EYFS

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
- Ask all the adults and children calmly if they can tell us when they last remember seeing the child
- Inform the relevant Head of School or Sandleford Manager

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- Arrange for one or more adults to search everywhere, both inside and out, carefully checking all spaces, cupboards, washrooms where any child might be
- At the same time, occupy all of the other children in their classroom(s)
- Ask the relevant personnel to check the controlled access doors, gates and CCTV records for signs of entry/exit

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

- Inform the Executive and Angela Chapman, Designated Safeguarding Lead (or in her absence Rebecca Wright Deputy Designated Safeguarding Lead; Clare Lawrence, Junior Designated Safeguarding Lead and Katie Noonan, Sandford Manager, EYFS Designated Safeguarding Lead.)
- The Principal or another nominated person will contact the child's parents within 30 minutes and explain what has happened, and what steps have been set in motion. Parents will be requested to come to the school immediately
- A member of the Executive or the Designated Safeguarding Lead would notify the Police within 30 minutes
- The Principal or another nominated person would 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 would set out on foot to attempt to catch up with him/her
- The Designated Person would inform West Berkshire CASS (01635 503190) or the Emergency Duty Service (EDS) is available outside office hours on 01344 786543.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors and the Governor responsible for Child Protection
- The Executive will instigate an appropriate major incident procedure

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.

## **Actions To Be Followed By Staff If A Child Goes Missing On An Outing**

- An immediate head count and register would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity and contact the venue manager
- Arrangements will be made to take the remaining children back to school or to supervise them in a safe location
- Inform the appropriate Head of School, if not accompanying the trip, the Executive and the Designated Safeguarding Lead
- Ask the Principal or another nominated person 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 West Berkshire CASS (01635 503190) or the Emergency Duty Service (EDS) is available outside office hours on 01344 786543.
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors and the Governor responsible for Child Protection
- The Executive will instigate an appropriate major incident procedure

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.

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## Actions To Be Followed By Staff Once The Child Is Found

- Talk to, take care of and, if necessary, comfort the child
- The Principal will speak to the parents to discuss events and give an account of the incident
- The Principal will promise a full investigation (if appropriate involving Social Services)
- Media queries should be referred to the Executive
- 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 purpose of the outing, the length of time that the child was missing and how they may have gone missing, and any lessons for the future.

## Procedures To Be Followed By Staff When A Child Is Not Collected On Time

- If a child is not collected within half an hour of the agreed collection time (or if appropriate the end of supervised study after school hours), we will call the contact numbers for the parent or carers. If there is no answer, the member of staff on duty will begin to call the emergency numbers for this child and inform a member of the Executive who will provide support and advice.

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 1 hour period or within 1 hour of the premises closing, a member of the staff duty team will West Berkshire CASS (01635 503190) or the Emergency Duty Service (EDS) outside office hours on 01344 786543.

Inform Angela Chapman, Designated Safeguarding Lead of the situation by phone and email.

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

Date	Version	Changes
Autumn 2019	1-0-3	Designated Safeguarding Leads checked Details of records to be kept of event amended