



**THE HALL SCHOOL**  
**Missing Child Policy including those in EYFS**

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This policy is available on the School website and can be made available in large print or other accessible format if required.

## **Missing Child Policy**

### **Aim**

The welfare of our boys is paramount. All our staff are trained to appreciate that they have a key responsibility in helping to keep all our boys safe at all times, and our staffing ratios are generous, and designed to ensure that boys are well supervised at all times. This policy exists in order to establish the procedure in the unlikely event of a boy going missing on the school premises. The safety procedure on outings is outlined in the Policy to Promote Health and Safety on Activities outside the School and is taken into consideration by staff when planning and writing risk assessments for individual outings.

### **Definition**

A “Missing child” is defined as a child registered as present but absent from the lesson, activity or After school club they would normally be expected to be attending

## **Junior School including Reception (EYFS) Department**

Systems in place to minimise the risk of children going missing:

- Appropriate steps are taken to ensure that the premises and surrounding site is secure including regular risk assessment..
- Parents or carers hand over the pupil to the class teacher or the classroom assistant in the classroom on arrival, and registration takes place twice a day (see Registration Policy). Any absences are posted immediately.
- Boys are only handed over at the end of the day to the adult known to be collecting them. Any alterations in pick up arrangements must be flagged up in writing to the teacher before the end of the day and for our Reception department (EYFS) included in the ‘changes to routine’ collecting book in the entrance hall of the Reception department.
- It is the responsibility of the teacher and teaching assistant to be aware of how many boys are present at all points during the school day (registration , beginning and end of playtimes, start of new lessons etc)
- At the start of the academic year, class teachers, the Head of Reception department and other teachers and teaching assistants will take great care to explain boundaries of where boys can and cannot go.
- Boys have to ask permission to go to the lavatory.
- Boys are counted before going out to play and again when they are lined up to come back indoors. For the Reception department (EYFS) a member of staff will always be at the end of the line to ensure no children are left outside.
- New staff have an induction which includes awareness of the above systems.
- Visitors to school have to sign in and out and wear a badge.

Every care is taken to ensure our children are accounted for at all times. At the beginning of every lesson or activity, the teacher or other adult will carry out a head count or registration to ensure that all who should be in attendance are present. This is particularly important when walking boys to and from the Junior /Middle and Senior School and after play sessions in the playground.

However, in the unlikely event that it is suspected that a child has gone missing, the following procedure will be followed:

- The teacher will take an immediate roll call of the class
- If it is discovered that a child is unaccounted for, a full search of the building (at 2 Buckland Crescent for EYFS) and playground will take place. For the EYFS department it will be conducted by the two Reception Classroom assistants. Particular emphasis will be given to cupboards and lavatories, and to any known hiding places in the building and the playground.

Care will be taken not to alarm the other children unduly, and staff must conduct themselves in as calm and unruffled manner as possible. Staff should approach any individual children who are particular friends of the missing boy privately (not in front of others) to discover any helpful intelligence as to his whereabouts or any problems which he might have raised that day.

- The class teacher/specialist teacher/Head of Reception department will inform the Junior School Office immediately if the above search does not reveal the whereabouts of the child, and ensure that the Head of the Junior School – or in their absence the Deputy Head - is also informed immediately. The Headmaster will also be informed as soon as practicable.
- The Head of the Junior School will immediately draft in assistance to organise a more detailed search of both the Reception and the Junior School buildings, and the playground.

In the first instance, this assistance will come from:

Teaching assistants    Assistant teachers    Matron    Maintenance team

The Maintenance team will be used to search surrounding streets up to a distance of approximately 600 metres. One member of the Maintenance team should follow the boy's normal route home on foot. They should be equipped with radios or mobile phones. The others will be given sectors of the two buildings to search, with a clear brief to report back to the Junior School office when the search of their area has been completed or by a certain time (see 20 minute maximum below). If the child's home is within walking distance, one member of staff will be deputed to set out on foot in an attempt to catch up with the child.

The Head of the Junior School will remain in the Junior School office throughout this time, along with the Junior School secretary, in order to co-ordinate the search. They will prepare a description of the child and obtain his photo (from the school's iSAMS database) in this time.

- Check the doors, gates and CCTV records immediately
- If this thorough search of the premises proves unsuccessful in establishing the whereabouts of the child, the Head of the Junior School will contact the police and the boy's parent/guardian (in this order). This should occur no longer than 20 minutes of the first report of the missing child being raised. Parents will be asked to come to the school.
- On the arrival of the police and the boy's parent/guardian, the Head of the Junior School or most senior member of staff present will be responsible for apprising them of all information in respect to the missing child, what action has been taken. They will also hand over the ISAMS photo to the police.
- The Head of the Junior School (or deputy) will inform the Local Children Safeguarding Board and OFSTED (0300 123 4666). The Headmaster will inform the Chairman of Governors (Anthony Fobel 020 7722 1700)
- All members of school staff will cooperate fully with any subsequent police or Safeguarding Board investigation.
- The School's insurers will be informed as soon as possible by the Bursar.
- If the child is injured, a report will be made to the health and Safety Executive under RIDDOR
- The Head of Junior School will subsequently (within 24 hours) make a written report of the incident. If appropriate, our procedures would subsequently be adjusted.

### **Actions to be followed by Staff if a Child goes missing on an Outing**

- An immediate head count would be carried out in order to ensure that all the other children were present.
- An adult would search the immediate vicinity.
- The remaining children would be taken back to school.
- Inform the Head of the Junior School by mobile phone.
- Ask the Head of Junior School to ring the child's parents and explain what has happened and what steps have been set in motion. Ask them to come either to the venue or to the school (as appropriate) at once.
- Contact the venue Manager and arrange a search.
- Contact the Police.

- The Head of the Junior School would inform the Local Children Safeguarding Board.
- The School would cooperate fully with any Police investigation and any safeguarding investigation.
- Inform the Chairman of Governors, OFSTED and the School insurers (as above).
- If the child is injured a report would be made under RIDDOR to the HSE.

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 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 Head of the Junior School will speak to the parents to discuss events and give an account of the incident.
- The Head of the Junior School will promise a full investigation (if appropriate involving Social Services/Local Children Safeguarding Board).
- Media enquiries 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 boys, 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 he appeared to have gone missing, lessons for the future.

### **The procedure to be followed in the event of a parent failing to collect an Early Years or Junior School child at the appropriate time**

- Once the class has been dismissed the School Administrator will attempt to contact the parents, using all the contact information available to us
- If there is no response a message will be left
- While waiting to be collected the child will be left in the care of the Late Duty Teacher until 3.45 p.m.
- At this time there will be further attempts to contact the parents. If, by 4.00 p.m, the child has still not been collected he/she will be placed in our After School Club until 5.00p.m.
- If by 5.00 p.m. there has still been no response from the parents, or the emergency contact numbers, the Senior Teacher on duty will contact the DSL who will contact Social Services and the Police.

- A full written report will be kept on CPOMS.
- The child will be safely looked after throughout that time until such a time he is collected.

## **Middle School**

To prevent any child going missing, a register is taken twice a day using Isams at registration times. (8.20-8.25am and 12.55pm). The Middle School receptionist updates Isams registers with late boys and absences reported to the office, and prints a hard copy am and pm. These hard copies are stored in the office and removed in all cases of evacuation such as fire drills.

A register or list of pupils attending visits and outings and temporarily off site are taken with the group, a duplicate must be left in the school office.

Children are supervised at all times; visitors are recorded arriving and leaving school by signature in the school office. **Please refer to the Supervision of Children policy.**

## **Entry/Exit to the school**

- Before school, the main gate is opened to allow access to the site.
- Entry to the playground is via a coded gate and doors, which must remain closed at all times.
- Entry to the Middle School is gained via the glass doors which is covered by CCTV and controlled by entry buzzer.
- All pupils are required to request permission to leave the playground during breaks (eg to use the toilets/take a drink/go back to the Middle School)
- The buildings are covered by CCTV.

If a child were found to be missing from a classroom, the school, or outing, the following procedures would be followed:

- Contact the Headmaster or representative immediately.
- Call the register to check and establish which child is missing.
- Check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the school.
- Other sites are to be contacted to check the child has not joined another group after an outing if appropriate.
- The Headmaster/representative will contact the police and the parent/carers.

## **Middle School Outings**

- **All risk assessments must adequately take into account procedures for children who may become separated from the main group.**

- If a child is found to be missing while on an outing the teacher responsible for the supervision should contact the Headmaster immediately.
- Keep the rest of the group together and check the register again.
- Efforts should be made to look for the child while awaiting advice from the Headmaster.

## **Senior School**

To prevent any child going missing, a register is taken twice a day using Isams at registration times, 8.20am and 1.20/1.50pm. Matron updates Isams registers with late boys and absences reported to the office, with regular updates throughout the day and hard copies printed. These hard copies are stored outside the office and in the staffroom and are used for fire evacuation purposes. A list of boys attending visits, appointments, outings and school fixtures off site are also recorded with lists kept.

Children are supervised at all times including break times, lunch and changing for sport. All visitors to the school are recorded arriving and leaving by signature and badges from the School Office. **Please also refer to the Supervision of Children Policy.**

## **Entry/exit from school**

- Before school the glass doors are open for boys to gain access to the site
- Boys wait by the glass doors until 8.00am when a staff member is on duty
- The glass doors are supervised between 8.00-8.20am and 3.55-5.15pm
- Boys travelling home from school alone need to say goodbye to the staff member on duty
- Parents are required to submit a permission slip for their son to travel home alone and have use of a mobile phone in school
- Boys arriving or leaving school during the day must report to Matron first
- Entry to the school is via a keypad or through a self-closing door to the school yard
- The main entry for the boys to the school is through the glass doors which along with other key areas of the school is covered by CCTV
- Boys leaving from Games must seek permission from a member of staff first.

If a child is missing from a classroom, the school or outing the following procedures would be followed.