



Solefield School

MISSING CHILD PROCEDURE

Solefield School Missing Pupils Policy and Procedure is applicable to all boys in the school including those within EYFS (Reception class)

Introduction:

The welfare of our pupils is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a primary responsibility for keeping all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure effective supervision. All new staff receive an induction into the effective supervision of children.

Information for Parents:

The hours/days each pupil attends school must be agreed, although these can sometimes be flexible where work patterns or needs are diverse. The contact details for the parents/guardians, an emergency contact and any other person designated to collect the child must be held within the school.

Further arrangements can be found within our website, including:

- 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

Action to be taken by Staff if a pupil goes missing from School:

The following step-by-step guidance should be followed in the event that a pupil is considered to be missing from a school session:

1. Take a register in order to ensure that all other children are present
2. Inform a member of the Strategy Team (Headmaster, Deputy Head, Deputy Head (Head of Pre-Prep, Estates Bursar, Head's PA / Registrar)
3. Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
4. Occupy all of the other children in their classroom, e.g. by reading to them, setting a task

5. At the same time, arrange for one or more adults to search everywhere, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might be
6. Check the doors and gates for signs of entry/exit, contact the school office and arrange for CCTV to be reviewed.

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

1. Inform the Headmaster, and the Assistant Designated Safeguarding Lead (HM or DB).
2. The Headmaster will co-ordinate other staff searching the rest of the school premises and grounds.
3. If the child's home is within walking distance, a member of staff may set out on foot to attempt to catch up with him.
4. Ask the Office to ring the child's parents and explain what has happened and what steps have been taken/are in place. Reassure them as much as possible, but ask them to come to the school at once.
5. The ADSL or Headmaster will contact the Police.
6. The DSL may inform the Local Children Safeguarding Board.
7. The school will cooperate fully with any Police investigation and any Safeguarding investigation by Social Care. In the case of an investigation, the Chair of Governors and Insurers would be informed. If the pupil is injured, a report would be made under RIDDOR to the HSE.

Action to be taken by staff if a pupil is missing on a School trip/Outing:

1. Take an immediate head count to ensure that all other pupils are present. All adults and pupils should be asked to calmly explain when they last remember seeing the missing pupil.
2. An adult would search the immediate vicinity and if at a venue, the venue manager should be informed to arrange a search and potentially securing the venue.
3. Depending on the age of the child and nature of the trip, staff might phone the pupil's mobile number.
4. The Head and ADSL should be informed if the pupil is still missing.
5. A strategy would be agreed with the Head, which may involve returning the rest of the group to school, or moving to a different location (if outside, for example) where the rest of the group can be safely supervised and ideally occupied.
6. The Office will phone the pupil's parents to explain what has happened and what steps have been taken. Depending on where the trip is, it may be appropriate for them to go to the venue, or to come to school.
7. Depending on the precise circumstances, either the Head or the staff with the group would call the Police to notify them of a missing pupil. Precise information, timings and descriptions should be readily available before making this call.
8. The DSL may inform the Local Children Safeguarding Board.

9. The school will cooperate fully with any Police investigation and any Safeguarding investigation by Social Care. In the case of an investigation, the Headmaster, Chair of Governors and Insurers would be informed. If the pupil is injured, a report would be made under RIDDOR to the HSE.
10. A full record of all activities taken up to the stage at which the pupil was found would be made for the incident report.

Action to be taken by staff once the pupil is found:

1. Talk to and take care of the pupil, as necessary.
2. Speak to the other pupils to ensure that they understand what has happened and what will now happen.
3. The Headmaster will speak to the pupil's parents to explain what happened and what action was taken.
4. It may be necessary for an investigation or review to take place. This should always involve taking written statements from those involved. Specific details should be given: date, time, place, numbers of staff and pupils, the purpose of the visit, length of time the pupil was missing, any lessons for the future.
5. All media queries should be referred to the Headmaster.

Action to be taken by staff when a child is not collected on time:

1. If a child is not collected within half an hour of the agreed collection time, the contact numbers for the parent or carers should be called.
2. If there is no answer, a member of staff will begin to call the emergency numbers for the child. During this time, the child will be safely looked after at school.
3. The child will go to After School Care where he will be looked after until 6pm. Further phone calls will be made.
4. If there is no response from the parents/carers or emergency contacts by 6.15pm, the Headmaster will be informed.
5. If there is still no response at 6.30pm, the Head may contact the Social Care duty officer on 0300411111. Social Care will make emergency arrangements for the child and will arrange a visit to be made to the child's house and will check with the Police. The Head will continue to liaise with them until the situation is resolved.
6. A full written report is to be made.
7. We will ensure the child is looked after throughout the time he/she remains in our care.

Dougal Philps
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