



Missing Child Policy including non-collection procedure and EYFS

INTRODUCTION

The welfare of all of our children at Fairfield Prep School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he/she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are deliberately designed to ensure that every child is adequately supervised the whole time that he/she is in our care.

In the event of a child missing for a period of time at school:

- Staff will notify the Main School Reception (either by phone or in person). Office staff to check if the parents have collected the child or if the child is involved in a school related activity, i.e. music lesson/sport fixtures.
- Staff to take registers in order to ensure that all the other children are present.
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child.
- Office staff to complete a profile of the missing child using SIMS data as reference.
- Office staff to check the register/timetable.
- Headmaster, SMT and Designated Safeguarding Lead (DSL) to be informed.
- Contact security (radio link to ground staff, campus wide).
- Security to check doors, gates (and CCTV records) for signs of entry/exit.
- Head (or Deputy) to alert other members of staff on site (teaching and non-teaching) to construct a structured and detailed search of:
 1. Fairfield
 2. LSF Campus
 3. Immediate vicinity

If this occurs at the end of the school day:

- Check if the child is at After School Club or another after school activity.
- Contact staff on bus duty on school mobile: 07778 830007.
- Contact parents to ask if child has been collected by them.

If the child cannot be located:

- Contact the Police.
- Simultaneous the Head to inform parents/guardians.
- The Head (or DSL) would inform the Local Children Safeguarding Board.
- Inform the Chairman of Governors.
- If the child is injured, a report would be made under RIDDOR to the HSE.

If it is felt that the incident is more serious and requires a greater degree of formality, then the LSF Major Incident Plan should be implemented. The steps of this plan may be taken in a different order dependent on the time of day.

Missing Child Profile generated by SIMS:

Last seen – when and by whom – to be entered onto the SIMS form.

Parent/Guardians contact numbers:

Work – Mother:

Mobile – Mother:

Work – Father:

Mobile – Father:

Points of contact at school:

- Penny Barton 07824 436000
- Russell Morley 07535 613333
- Nikki Young 07917 846605
- Tim Caldwell 07882 514419
- School Office 01509 215172

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 are present.
- An adult would search the immediate vicinity.
- Contact the venue manager and arrange a search.
- The remaining children would be taken back to school.
- Inform the Head (or Deputy if Head absent) and the DSL by mobile phone.
- Ask the Head (or Deputy) 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/school at once.
- Contact the Police.
- Head (or Deputy) would inform the Local Children Safeguarding Board.
- The School would cooperate fully with any Police investigation and any safeguarding investigation by Social Care.
- Inform the Chairman of Governors.
- 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 the group on an outing.
- The Head (or Deputy) will speak to the parents to discuss events and give an account of the incident.
- The Head (or Deputy) will initiate a full investigation.
- Media queries should be referred to the Head.
- 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 s/he appeared to have gone missing, lessons for the future.

Procedures to be followed by staff when a child is not collected on time:

The school will ensure that all children are collected by a parent, carer or designated adult. If for some reason a child is not collected at the end of the school day, the following procedures will be activated:

- If a child is not collected by 15:45 (EYFS) and 16:00 (Year 1-6) of the agreed collection time, a member of staff will call the parent, carer or designated adult, and use any other emergency contact details available, in order to try to ascertain the cause for the delay, and how long it is likely to last. Messages will always be left on any answer phone requesting a prompt reply.
- While waiting to be collected, the child will be supervised by a member of staff who will offer them as much support and reassurance as is necessary.

- Children not collected by 16:00 will join After-School Care. A charge may be made for this.
- If a child is not collected at the end of the Wrap Around Care Session, 18:00, the child will be cared for by the Wrap Around Care Manager/Lead Person
- If a child is not collected by 18:15, depending on circumstances, a member of staff will contact the parents.
- If all attempts to contact a parent/legal guardian, designated person or emergency contact fail then the person in charge at the time should inform the Local Authority Social Services Department of the situation.
- The duty Social Worker will take charge of the situation and decide what happens next, and whether the Police need to be involved in helping to trace the parent/guardian of the child.
- Social Care will attempt to find the parent or relative. Emergency arrangements will be made for the child in consultation with the Local Authority Social Care.
- On occasions when parents or the persons normally authorised to collect the child are unable to do so, parents advise how to verify the identity of the person who is to collect their child (normally using a pre-determined password)
- Under no circumstances should staff take the child home with them
- Continual incidents of late collection will be recorded and discussed with parents/carers at the earliest opportunity.

Policy to be reviewed annually.