

## 14b - Missing Child Policy

This Policy includes EYFS children

### Mission Statement

We are an all-through, inclusive Catholic girls' school, with boys in the nursery, committed to preparing girls for life long effectiveness and success. As part of their journey girls will learn of intellectual risk taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

Children's safety is our highest priority at all times. Every attempt is made to ensure that the security of children is maintained at all times including when on school outings (see Educational Visits Policy and EYFS Outings Policy). Every care is taken to ensure that the children are accounted for at all times. All pupils are registered at the beginning of the morning and afternoon session, and in EYFS and Juniors where they are handed over to another member of staff where they are supervised in line with recommended ratios for staffing. In the unlikely event of a child going missing, our missing child procedure is as follows:

People referred to: Senior Pastoral Leaders - Head of Preps and Pre-Preps, Deputy Head Juniors, Deputy Head Seniors, Headteacher.

### Procedures

#### Reducing the risk of children going missing

- We ensure that our premises – both inside and outside – are safe and secure. We carry out termly risk assessments, daily checks of the learning environments.
- We ensure that gates and doors into the setting are secure and child-proof. We have keypad entry systems on doors to ensure that children cannot leave unsupervised and that visitors cannot enter unnoticed. Notices are displayed to reinforce security and the importance of closing gates where appropriate. Gates that are not in constant use are locked securely.
- Children are registered on arrival and signed in a late book if they arrive late. Children are registered again for afternoon sessions.
- All visitors are asked to sign Visitors' Book at main Reception and to wear a visitor's badge. Visitors are not left unsupervised with children.

- All members of staff wear a lanyard so that they can be identified as staff.
- Ratios are always maintained so that children are adequately supervised.

## Child going missing on the premises

- As soon as it is noticed that a child is missing the key person/staff member calmly alerts the EYFS or other Teacher.
- The Teacher ensures that the remaining children are secure and supervised and the Missing Child Search Procedure is invoked. See Missing Child Search Procedure at the end of this policy.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the child is found, the Senior Pastoral Leaders and parents are informed and a Risk Assessment is carried out with the school's Health and Safety Officer to ensure that this does not happen again. This is taken to the Safeguarding Committee for approval if the child is not found.
- If the child is not found, the Senior Pastoral Leaders are informed and a thorough search of the grounds is undertaken with the assistance of estate staff and admin. Circulate description of missing child (see sections at end of this policy). The school's walkie-talkies are used to ensure that all exits are closed. CCTV cameras are checked.
- The missing child report is made to the police and the parents are contacted by the Headteacher who provides the police with details of the child and the circumstances of their disappearance.
- The EYFS or other Teacher talks to the staff to find out when and where the child was last seen and records this.
- Staff will remain calm and not allow other children to become worried or anxious.
- The Governing Body are informed by the Headteacher.
- ISI and OFSTED must be informed in writing of the incident and of the action taken as soon as reasonably practicable and always within 14 days of such an incident occurring.

## The investigation (if the child is not found)

- The EYFS or other Teacher together with the Headteacher speaks with the parent(s).
- The Headteacher carries out a full investigation taking written statements from all the staff present at the time of the incident.
  - The key person/staff member writes an incident report detailing:
    - The date and time of the incident.
    - Which staff/children were in the group and the name of the staff members designated responsible for the missing child.
    - When the child was last seen in the group.
    - What has taken place since the child went missing including conversations and police advice.
    - The time it is estimated that the child went missing.
- A conclusion is drawn as to how the breach of security happened and a Risk Assessment is undertaken to avoid reoccurrence.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Services may be involved if it seems likely that there is a Safeguarding issue to address.
- Where applicable, the incident is reported under RIDDOR arrangements (see the Reporting of Accidents and Incidents policy); the local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of disciplinary action needing to be taken, the relevant body would be informed in writing by the Headteacher, for example ISI and OFSTED as soon as reasonably practicable and always within 14 days.
- The insurance provider is informed.

## Managing people

- Missing child incidents are a cause for concern for everyone. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the child, especially the key person or the designated carer responsible for the safety of that child.
- They may blame themselves and their feelings of anxiety and distress will rise as the length of time the child is missing increases.
- Staff may be the understandable target of parental anger and they may feel afraid. It is important to ensure that staff under investigation are not only fairly treated but receive support – such as counselling – while feeling vulnerable.
- The parents will feel angry, and fraught. They may want to blame staff and may single out one staff member over others; they may direct their anger at the EYFS or other Teacher. When dealing with a distraught and angry parent, there should always be two members of staff, one of whom is the EYFS or other Teacher and the other should be the Headteacher. No matter how understandable the parent's anger may be, aggression or threats against staff are not tolerated, and the police should be called.
- The other children are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs and must not discuss the incident in front of them. They should answer children's questions honestly but also reassure them.
- In accordance with the severity of the final outcome, staff may need counselling and support. The Headteacher and Governing Body will use their discretion to decide what action to take.
- Staff must not discuss any missing child incident with the press without taking advice from the Headteacher.

**NOTE THAT THE MAJOR INCIDENTS PLAN WILL COME INTO EFFECT IF THE CHILD IS NOT FOUND QUICKLY**

### Documents Referred to:

Statutory Framework for the Early Years Foundation Stage – September 2014

Pre-School Learning Alliance –Policies and Procedures for the EYFS – Missing Child 2008

ESCB Child Protection Procedures 2014

See Appendix 1 – Description Form

See Appendix 2 – Missing Child Search Procedures

## Missing Child Procedures

See Missing Child Search Procedure flow chart

\*Details of child to be obtained as Emergency Services are informed

### Information Required

Name of child:

Answers to name of:

Date of Birth:

Height:

Hair colour:

Hair length:

Build:

Eye colour:

Clothing: (see attached list).

What time was child last seen?

Name of person who last saw the child:

\*Search of grounds and premises begins as Emergency Services are contacted.

\*Members of staff (with walkie-talkies if possible) to head towards a) West on Hillcrest Road towards Park

b) North on A406

c) South on A406

d) Cross A406 into the 'woods' on Hanger Hill Estate

\*Photo of child (full length and close up) to be ready for Emergency Services

\*Description form to be completed

## EYFS Missing Child Description Form – Preps

Name of child:

Answers to name of:

Date of Birth:

Height:

Hair colour:

Hair length:

Build:

Eye colour:

Clothing: (tick as required)

Tunic – dark blue and green tartan

Shirt – white open-neck /Roll-neck top –white Cardigan – navy V-neck school crest left-hand side Hat – straw boater with blue and white striped band Hat – navy with blue band and school crest

Summer dress – blue and white striped

Tights /Socks –colour? Shoes – colour?

Coat – navy blue wool /Raincoat – blue

Significant Information:

## EYFS Missing Child Description Form – Nursery

Answers to name of:

Gender:

Date of Birth:

Height:

Hair colour:

Hair length:

Build:

Eye colour:

Clothing: (tick as required)

Navy blue jogging trousers

Navy blue sweatshirt with school crest

White short-sleeved polo shirt with school crest

Hat –navy blue beanie with school crest/white sunhat/ other – colour? Navy blue cardigan –V-neck school crest left-hand side

Summer dress – blue and white striped

Navy blue shorts

Tights /Socks –colour? Shoes – colour?

Coat – colour?

Significant Information:

## Missing Child Description Form – Juniors

Name of child:

Answers to name of:

Date of Birth:

Height:

Hair colour: Hair length: Build:

Eye colour:

Clothing: (tick as required)

Tunic –dark blue and green tartan

Shirt – white open-neck /Roll-neck top –white Cardigan – navy V-neck school crest left-hand side Hat – straw boater with blue and white striped band Hat – navy with blue band and school crest

Summer dress – blue and white striped

Tights /Socks –colour? Shoes – colour?

Coat – navy blue wool /Raincoat – blue

Significant Information:

## EYFS Missing Child Description Form – Seniors

Name of child:

Answers to name of:

Date of Birth:

Height:

Hair colour: Hair length:

Build:

Eye colour:

Clothing: (tick as required)

Skirt –dark blue and green tartan

Shirt – white open-neck Jumper – navy V-neck school crest left-hand side

Blazer – Navy – school crest left hand side

Tights /Socks –colour? Shoes – colour?

Significant Information:



# St Augustine's Priory - Missing Child (including EYFS) – Search Procedure

## Child registered as present in school found to be missing from an activity and unaccounted for



Inform Reception – check signing out book.

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Reception - Telephone Intercom (**press button labelled 'speaker' or 'page' on main handset**) and walkie-talkie used to broadcast "*Name of Child in Class* is missing. Please inform Reception on ext. 7500 immediately if her whereabouts is known". To be repeated slowly and clearly twice and again after five minutes. Whole staff email to be sent by Reception (or other admin as available) immediately followed up by description and photo of child. Write down timings and if high risk, person must be stationed at gate. Important that any member of staff taking a class in the grounds/Astro **must** have a walkie-talkie with them

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Inform Estates staff - ensure any unlocked gates to roadside manned, other gates shut, CCTV checked by IT/Estates/Bursar

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Designated staff use walkie-talkies to liaise with Estates staff - designated staff search their areas (see below). If designated staff aware that other designated staff absent, also search their area.

Lab Techs/ Science Staff	Estates Staff	Bursar	ICT Manager / ICT Tech / Librarian as available	Bursary / Comms Administrator	Exams Officer, SENCO, Deputy Head Juniors as available and anyone available	Head's PA/ Marketing Officer / Events Manager	Registrar/ School Nurse	Prep & Breakout Room Staff, Librarian as available
Science Block including locker rooms, store, music and drama	Search grounds, meadow, farm, non-pupil areas and immediate vicinity (roads etc. near school)	Man unlocked gates to roadside	Top Floor – including Scriptorium, Seminar Rooms & Offices then First Floor including Staff room, classrooms, WCs, ICT, Staff IT Suite, (ask free staff to help), Art Rooms, Fox Hollow and stairs	From Bursary and Old School Office area, through Sixth Form areas, staff offices, 6 <sup>th</sup> form WCs, Learning Support Rooms & Music Rooms.	Ground floor – from both Refectories to WCs, Cloakrooms and Senior Teaching Corridor	Chapel, Sacristy, stairs & balcony etc.,	Academy through corridor to Hall both ends, showers, changing room, Green Room, Hall stairs	Priory Annexe – All including Junior Library Plus - Preps & Clock House, Nursery & WCs

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Rendezvous back at Reception once search complete. Stay and await instructions.

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If child confirmed as missing inform Headteacher / Head of Preps and Pre-Preps / Deputy Head Juniors/Seniors as applicable.

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Lesson cover provided immediately to SFT - Friends and other pupils in the class questioned. If age appropriate the missing girl is 'phoned on her mobile and/or a friend asked to try and make contact. Lesson cover provided immediately to Head of Preps and Pre-Preps and others as required.

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If the child is found Receptionist to intercom and walkie-talkie that child has been found.  
(Relevant SFT takes charge of any disciplinary matters related to the disappearance).

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If the child is not found the Headteacher contacts the child's parents and the emergency services.

**Child found to be missing from an activity outside school** - The group leader organises a brief search of the surrounding area and then contacts the emergency services.