

ST WYSTAN'S SCHOOL AND NURSERY

MISSING CHILD POLICY

INCLUDING EYFS

INTRODUCTION

The welfare of all of our children at St Wystan's School 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 generous and are deliberately designed to ensure that every child is supervised the whole time that they are in our care.

INFORMATION FOR PARENTS

Our Parents' Handbook and the Early Years Foundation Stage Policy give information about:

- 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 enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: 'Educational Visits for EYFS Children'. Both documents can be provided to parents on request. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

ACTIONS TO BE FOLLOWED IF A CHILD GOES MISSING FROM THE SCHOOL

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 of the adults and children in the classroom calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) by reading to them
- Call the office to request help from other available staff
- At the same time, arrange for one or more adults to search everywhere around the classroom, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors and gates for signs of entry/exit
- Conduct a more detailed search of school and grounds

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

- Inform the Headteacher
- Ask the Headteacher 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 school at once
- The Headteacher would notify the Police

- The Headteacher would arrange for staff to continue 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 school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- Ofsted would be informed if the child was in the Early Years.
- The Insurers would be informed

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 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 using appropriate transport
- Inform the Headteacher by mobile phone
- Contact the venue Manager and arrange a search
- Ask the Headteacher 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 at once
- Contact the Police
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chair of Governors
- Ofsted would be informed if the child was in the Early Years
- The Insurers would be informed

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 Headteacher will speak to the parents to discuss events and give an account of the incident
- The Headteacher will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Headteacher
- 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 appeared to have gone missing, lessons for the future

POLICY DEVELOPMENT AND REVIEW

This policy document was produced in consultation with the school community, including school staff and Governors. This document is freely available to the entire school community. It will be reviewed on an annual basis.

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Governors September 2017

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