



St Wystan's

A REPTON SCHOOL

Headteacher: Mrs Karan Hopkinson, MA

MISSING CHILD POLICY

NURTURE  INSPIRE  PREPARE  ACHIEVE

Last revised: **February 2019**

Next review: **February 2022**

This policy includes the Early Years Foundation Stage (EYFS)



Aims

The staff of St Wystan's School fully recognises the contribution they make to safeguarding and promoting the welfare of children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

We actively promote democracy, the rule of the law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer.

In the event of a child becoming lost whilst in the care of the school, the procedures detailed below will be immediately put into place. These ensure that a systematic approach to finding the child is taken and consideration is given to the levels of risk.

Procedures

We will ensure a search is made for the child as soon as we become aware that a child is missing. Parents and authorities will be notified at the appropriate stage, and a high level of care will be maintained to other children at the school whilst procedures are followed.

The children in the EYFS and Pre-Prep are always accompanied to other areas of the school, such as the library, the music room, the ICT Suite and the hall. Children in Year 3 and above may be permitted to walk alone to another area of the school such as to a PE or Music lesson.

St Wystan's School is situated on a secure site with perimeter fencing and locked gates. Consequently, there are a limited number of situations where a child could go missing, but in the event of this happening the following procedures will be followed:

- The Headteacher will be alerted immediately and in her absence the Assistant Heads.
- In the absence of the Headteacher or the Assistant Heads - another member of the Senior Leadership Team will be alerted.
- Enquiries will be made by the Headteacher of the relevant members of staff, as to when the child was last seen and where.
- If appropriate, enquiries will be made by the Headteacher of the remaining children as to when the child was last seen and where.
- The Headteacher will appoint a person or people to immediately carry out a thorough search of all rooms in all buildings, gardens and outside areas (including cupboards and areas where a small child might hide).
- The remaining children will be gathered into one large group, e.g. for a story to ensure their security and well-being.
- Doors and gates will be checked to see if there has been a breach of security whereby a child could wander out.
- The office staff will immediately check the signing in log to ascertain who is on the school site.
- If the child cannot be found within fifteen minutes, the parents and the police must be informed.
- The search will continue, widening the area, including a member of staff walking the child's route home if they live close by until the police arrive.

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- Staff will ensure the safety of the other children with regards to supervision and security whilst a search is taking place.
- Headteacher to inform the Chair of Governors.

Procedure for School Outings

If a child goes missing from an outing, where parents are not present, the following procedures will be followed:

- As soon as it is noticed that a child is missing, staff on the outing will ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray.
- At any venue, the staff will contact the venue's security who will handle the search and contact the police if the child is not found.
- One designated staff member will search the immediate vicinity whilst the other adults will supervise the remaining children.
- The Headteacher or Assistant Heads will be informed as appropriate, if they are not present on the outing.
- The Headteacher or Assistant Heads will make their way to the venue to aid the search and be the point of contact for the police as well as support staff.
- Staff will take the remaining children back to the school.
- Headteacher to inform the Chair of Governors.

When the Child Is Found

- Two members of staff - one of whom is the class teacher for EYFS and Pre-Prep and the form tutor for Prep will care for and talk with the child.
- When the situation has been resolved the members of staff should review the reasons for it happening and implement measures to ensure that it does not happen again by completing a Significant Event Analysis form.
- An incident form will be completed and signed by the parents and the Headteacher.
- Records of incidents will be filed securely by the Headteacher.

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.

This policy will be reviewed on a three-year rolling programme.

Author	Karan Hopkinson		
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Staff Handbook	Yes/No	Parent Handbook	Yes/No

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