



# Missing Child Policy and Procedures

*Information for Parents: This notice is available on request.*

The Ursuline Preparatory School does not undermine the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

This policy is applicable to all pupils including those in the EYFS.

1. Children being children they may not always be where they should be. Rarely is this anything other than the children disappearing before turning up again of their own accord. However, members of staff need to establish a procedure to ensure that all missing children are returned under staff supervision as quickly as possible.
  - 1.1 The welfare and security of children in our school is paramount and all possible and practical policy procedures have been implemented to ensure this remains a priority. It is however important that in the unlikely event of a child going missing, staff quickly follow agreed procedures. This will ensure the child is located as soon as possible and the correct people are informed. A child going missing is a very rare occurrence but complacency is a hazard that must be avoided at all costs. The school retains at least two emergency contact numbers for parents/guardians for each child.

All staff including the registered person must keep in mind, at all times, and act upon the primary principle laid down in the Children and Families Act 2014 –

**THE WELFARE OF THE CHILD IS PARAMOUNT**

2. All staff working for Ursuline Preparatory School should adopt the following procedure:
- The senior member of staff present arranges for all the other children to be satisfactorily supervised.
  - The local area is checked thoroughly, in particular the toilets, cupboards and storerooms. Along with all other areas capable of hiding a child.
  - Enquiries to be made through other adults within the school and nearby vicinity.
  - If the child cannot be located then the senior member of staff must inform:
    - I. The parents/carers of the child
    - II. The police and/or any other appropriate emergency service
    - III. The appropriate OFSTED officer
    - IV. The appropriate ISA officer

- 2.1 Rigorous and stringent steps are taken to ensure the premises and surrounding site is secure.

Gates are open normally between 8.00am- 9.15am  
2.30pm - 5.15pm

### 3. Supervision before school

- 3.1 While children are on the school premises, they are the responsibility of the staff and therefore they must be adequately supervised at all times.
- 3.2 Pupils are supervised from 8.40am in the mornings, unless on duty or attending an early morning club or music lesson. Any pupil in school before 8.40am for music lessons or clubs **MUST** sign in as indicated on the signing-in sheets that are kept in Before School Care. There is Before School Care in the After School Care room from 8am that children must be signed up for.

- 3.3 At 8.40am the Junior side gate is opened to allow children on to the school site. The teacher on early morning duty will supervise children from Intermediate to Upper Two either in the top playground in good weather or in the school hall when the weather is inclement.
- 3.4 At 8.40am children in Kindergarten enter school via the front door and walk to their classroom. Children in Reception and Pre-Reception are met at the front door by a Housekeeper and escorted to their classroom either by a Housekeeper or an early morning prefect.
- 3.5 All late arrivals need to be admitted through the main front door by a member of the office staff and parents should fill-in the signing-in book.

#### **4 Departure at the end of the day**

- 4.1 At 2.55pm Pre-Reception children are dismissed at the front door by the teacher where they are handed to the designated person. Reception children are dismissed from the Secret Garden Gate by the teacher, where they are handed to the designated person.
- 4.2 At 2.55pm Kindergarten are dismissed from the back door. At 3.00pm Infant classes from the front door by their class teachers.
- 4.3 At 3.15pm the Junior children are dismissed from the classroom and must then leave by the front door when they are dismissed by Junior staff.
- 4.4 Any child who is more than 10 minutes late being collected must be taken to After School Care. *See After School Care Policy.*
- 4.5 End of day  
Class teachers and/or TA's dismiss children at the front door. Class teachers ensure that their pupils have left the premises safely, or make arrangements for children who have not been collected.
- 4.6 Leaving school  
No child is allowed to leave the school premises without prior permission from the Headteacher or Class Teacher. If a child is required to go to the doctor / dentist / visit another

school etc. a letter or email should be sent to the school beforehand, requesting absence and stating the times involved. If a pupil is leaving the school during the day the parent/carer should report to the office to collect the child, and likewise the child should report to the office on return/arrival. Parents must sign the children in and/or out.

In the event of a person unknown to staff and not on the child's emergency or authorised collection list, but nominated by the child's parent to collect a child, we must have received notification of said person's name and relationship to the child and a description. The nominated person must state the unique PASSWORD as given to the school by the Parent when they joined the school.

## **5 Attendance**

- 5.1 The attendance register is taken at the start of the morning and afternoon sessions. It is the responsibility of each staff member to be aware of how many children are present.

If a child is late for school or returning from an appointment, they must report to the school office where the secretaries will mark them as present.

- 5.2 In Pre-Reception the names of the children present will be displayed. Children in the Pre-Prep/Infants school at the beginning of the term or part way through a term must be made aware of the boundaries of where they can and cannot go.

Parents are made aware, through initial meetings and newsletters, of the need for close supervision of children at all times before and after school while waiting in the playground.

## **Procedures**

The missing child is identified and the last known whereabouts of the child identified if possible.

Check with the school office immediately and whether the child has another commitment e.g. music lesson, play rehearsal, school trip, external appointment etc. and inform the staff member on duty in the school office of the situation.

Inform the Headteacher.

At the direction of the Headteacher, all available staff will check grounds and rooms to ensure the child has not hidden or been locked in anywhere within the boundary. This search should take no longer than 10 minutes.

### **If the child cannot be located then the following procedures are followed:**

The Headteacher or the Deputy Headteacher's (in the event of these personnel being off site the designated senior member of staff for that day) will:

1. Contact parents/carers of the child. Once contacted the parents should be advised to stay at home or ensure someone remains in the home in case the child arrives there. Advise the parents that the emergency services have been contacted and that a staff member is searching the route a child may take home. Parents should be asked for information of anywhere else a child may head for e.g. grandparent, other relatives, park etc.
2. Contact the police and/or any appropriate emergency services. Police have the resources to conduct a search and speed is important.
3. Contact the appropriate Ofsted (0300 123 1231) and ISA Officer (01799 523619). We are required to inform them of our systems for preventing the occurrence and a report of the events regarding the incident.

4. In the event of a child missing whilst off school premises:
  - The visit leader must ensure the safety of the remaining pupils.
  - One or more adults should immediately start searching for the child.
  - Visit leader must alert staff at the visit venue/site.
  - Visit leader should contact the school to alert them.
  - If a child is not found within 5 minutes the visit leader must contact the police by phoning 999
  - Visit leader should alert the school that the police have been contacted and the school will make arrangements to notify the parents.

5. Record of events and subsequent report

The following details will be noted in order to help in any search and subsequent investigations:

- Date, time, and location of disappearance
- Who was responsible for the care of the child at the time
- Circumstances surrounding disappearance
- Time parents and other agencies were contacted.