

# Spratton Hall School

## **EYFS and Pre-Prep Lost Child Policy**

<b>Title:</b> EYFS and Pre-Prep Lost Child Policy	<b>Responsible:</b> FJS, PJY
<b>Date implemented:</b> September 2012	<b>Last Reviewed:</b> September '21
	<b>Next Review:</b> September '22

### **Policy Statement**

This policy can be read in conjunction with the Spratton Hall Safeguarding Policy and the Spratton Hall Missing Pupil Policy. It is a mandatory requirement of Keeping Children Safe in Education (KCSIE 2021). The procedures in this policy may be adapted as necessary. The Head Master and the Deputy Headmaster have a wide discretion in relation to the procedures in this policy.

**Policy aims:** Through the operation of this policy we aim to:

- Protect the health and safety of all pupils at the School, including those within the Pre-Prep Department;
- Ensure that School staff know how to respond if a pupil goes missing.

### **Responsibility**

The Governors delegate appropriate responsibilities for the day to day management of the School to the Head Master. In practice, all members of staff contribute to the safety of pupils at the School by providing appropriate supervision in accordance with the directions of the Head Master and Senior Management Team. Schools are under a general duty to supervise pupils to the standard of a prudent or careful parent. Any member of staff who notices a pupil is missing or sees a pupil in a place where the pupil should not be has a duty to inform the School Office without delay.

### **Procedure for a Lost Child during Movement on Site:**

The children are supervised at all times. The children are counted in and out of the building or playground after most activities, as appropriate. A register is taken at the beginning of the morning and afternoon sessions.

In the event of a child, not marked 'absent' on the register, being unaccounted for during the school day:

- The teacher stays with the remainder of the group whilst the teaching assistant checks the immediate area (toilets, role-play areas, cupboards, playground corners etc.)
- The teaching assistant rings Matron to see if the child is there
- Check with parallel year group staff
- Check with staff in-charge of the last activity
- The School Office is contacted to see if they are aware of the child's absence or if any message relating to the child's absence has been passed on

If the child is still unaccounted for, the children should be returned to their classroom, if they are situated elsewhere, and the Head of Pre-Prep informed immediately.

**Once the Head of Pre-Prep has been informed:**

- The teacher stays to supervise the children in the classroom, additional support is called for if needed
- Information to be recorded of when and where the child was last seen and the circumstances of their disappearance
- Head of Pre-Prep to check all obvious areas again
- All other Pre-Prep staff alerted
- Head Master, Deputy Head and the School Office informed
- The Head Master or designated member of SMT will take on the role of the 'Co-ordinator'

**Procedures are then followed from point 4 of Spratton Hall's Missing Pupils Policy:**

**4. Fire Alarm**

**4.1** Office Manager to gather all required documentation and proceed to assist the designated Coordinator.

**4.2** Fire Alarm will be sounded and Roll Call taken:

**4.2.1** Visual check to identify missing child.

**4.2.2** DEPUTY HEADMASTER addresses the Form and/or year group of the missing pupil and ask all form pupils if the missing child has said anything about what they are doing that evening or whether they are being picked up by anyone etc; anything they may have heard the missing child say that might be relevant.

**4.2.3** DEPUTY HEADMASTER to call forward all teaching staff who do not have to accompany pupils back to the classrooms/activities and co-ordinates the search process.

**4.2.4** A second member of SMT takes on the role of the Fire Drill Co-ordinator and keeps pupils in position until searches have been carried out (if raining use the Hunter Hall).

**4.2.5** Designated Co-ordinator advises when pupils may go back to the classrooms.

## **5. Search**

**5.1 DEPUTY HEADMASTER/Co-ordinator** to hand out search cards and Office Staff to record who is searching which area.

**5.1.1** Searchers to report back to the School Office and outcome recorded

## **6. CCTV**

**6.1** Only two members of staff to review the CCTV.

- Main School Office to be kept free for 'normal business'. Only FMW/HJM, 1 Admin plus CCTV reviewers and Co-ordinator should be in the office at all times.
- 'Searchers' will report back into the Co-ordinator at the main School Office but then leave.  
Max 6 people to be in the office at any one time

## **7. Simultaneous Events & Activities**

- Support Staff to flag up any visitors/events/activities that could be impacted.
- Members of staff to check-in with Co-ordinator and agree any action.

## **8. Informing the Parents**

**8.1** Head Master to liaise with parents.

## **9. Informing the Police**

**9.1** When all checks complete, if child not found, Police to be informed within 30 minutes.

## 9.2 Information to be provided to the Police

When the School contacts the Police, the following information should be provided:

- the pupil's name
- the pupil's age
- an up-to-date photograph if possible
- the pupil's height, physical description and any physical peculiarities
- any disability, learning difficulty or special educational needs that the pupil may have
- the pupil's home address and telephone number and details of his/her parents/guardians
- a description of the clothing the pupil is thought to be wearing
- any relevant comments made by the pupil
- time last seen, by whom and how long the child has been missing
- circumstances of the disappearance
- any relevant information from the CCTV

9.3 The information will then be passed to the various police stations through police channels and no further notifications from the School should be necessary.

### **Procedure for Child Missing at Pick-up Time:**

- The parent/carer notifies school of their missing child
- The Head of Pre-Prep is notified immediately and an initial sweep of likely places is conducted i.e. toilets, cloakroom, matron's room
- All other Pre-Prep staff alerted
- The Head of Pre-Prep check all obvious areas again
- Staff only release children to known adults so, alongside parent/carer collecting the child, staff ascertain whether there is another adult who sometimes collects the child and contacts them, if the child sometimes goes home with other friends, was the child upset or feeling unwell?
- The Office, Head Master and Deputy Head Master are notified
- School Office to contact Head of Estates/Grounds
- The Head Master, Deputy Head or designated member of SMT will take on the role of co-ordinator
- The Head of Pre-Prep, Head Master or Head of Pastoral Care to take care of the parents, who are to be accompanied at all times.
- Parents to be treated sensitively and, if possible, requested to move to either the Head Master's Study or the Drawing Room
- Parents will then be informed of the Fire Alarm Procedure and the procedures follow as above from **4. Fire Alarm**

- When all checks are complete the police are informed within 30 minutes

#### **Procedure for Missing Child on Trips Outside of School:**

- A pre-visit risk assessment must always be completed
- Children will be counted on and off transport by the teachers in charge
- The children are allocated into different groups in an adult: child ratio of 1:6. The Teacher holds full responsibility for all the groups at all times
- All adults have a register of the group allocations and the mobile phone numbers of all the other adults on the trip
- Continuous counting by group leaders is conducted when moving around sites
- Children are supervised and counted in and out of toilets
- In the event of a child going missing, the group leader should immediately tell the teacher in charge
- All school staff on the visit are informed
- Staff belonging to the site/area of visit are informed
- The rest of the school party should assemble
- A member of staff and a member of staff in authority should conduct a search in conjunction with the site staff.
- The Head of Pre-Pep, Head Master, Deputy Head Master and school office are informed
- When all checks complete, parents and police informed within 30 minutes

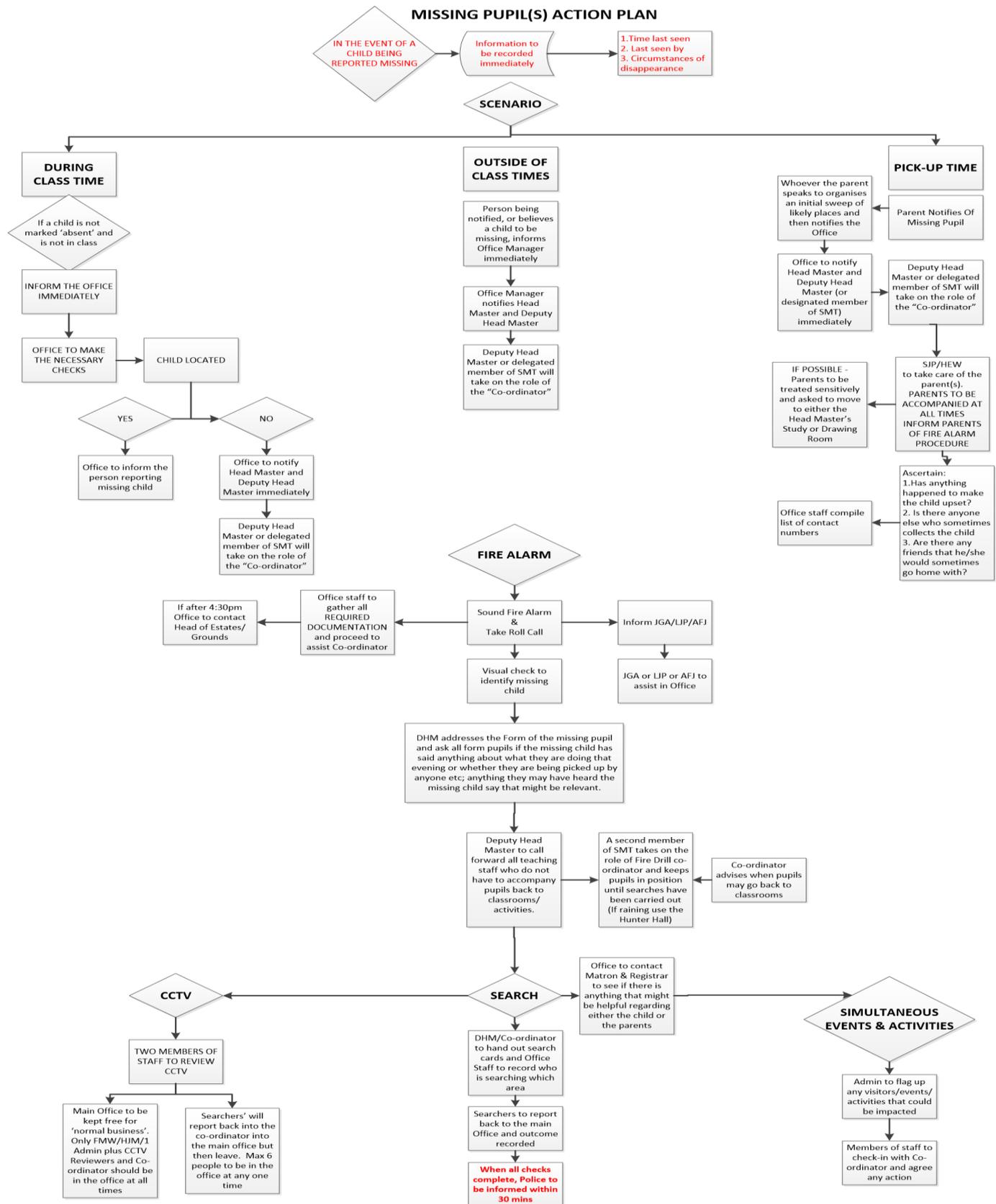
#### **Missing pupil records**

The School will keep a full written record of any incident of a missing pupil including:

- the pupil's name
- relevant dates and times (e.g. when it was first noticed that the pupil was missing)
- the action taken to find the pupil
- whether the Police or Social Services were involved
- outcome or resolution of the incident
- any reasons given by the pupil for being missing
- any concerns or complaints about the handling of the incident and a record of the staff involved.

A full written record of the incident will be kept on the pupil's file.

**A diagram of our Missing Pupils Action Plan follows below:**



## **Review**

This policy shall be reviewed every year by the Head of Pre-Prep and Head of Early Years as part of the School's annual review of safeguarding and updated as necessary, in line with the whole school policy. When reviewing the whole school Missing Pupil Policy, the Head Master and Deputy Head will take into account any recorded incidents that indicate that there may be a problem with supervision, pupil support or security at the School and any issues raised by individual members of staff, parents and pupils.