



## St. Michael's Prep School

### Missing Child Procedure EYFS and Key Stages 1 and 2

Date of Last Review	04-2017	Review Period	As required
Date of Next Review		Owner	ZL/JAI
Type of Policy	Welfare Health and Safety	Governors Approval Date	

At St Michael's we go to great lengths to ensure the safety and security of all children at all times, however, in the unlikely event of a child going missing within/from the Pre-Prep or Prep, the following procedure will be implemented immediately.

#### During the School Day

All staff present will be informed and an immediate thorough search of the buildings will be made followed by a search of the surrounding area, ensuring that all other children remain supervised throughout.

Camera footage of the exits from the school will be scrutinized by the estates team to ensure the child has not left the site.

A staff member will notify the Head of Pre-Prep/Prep whilst other staff continue to search.

Places to look; toilets/ sports equipment rooms/ store rooms/ peri rooms/ library/ group rooms/ balcony gardens and wooded play areas/ sick bay/ hall/ dining room/ swimming pool changing rooms/ swimming pool and gym viewing gallery/ After school care club, late room, prep, any club changing rooms/ AEN rooms

A second search will be conducted.

If the child has still not been accounted for the Head of Pre-Prep will contact the Head teacher at Prep school.

The Headteacher / Head of Pre-Prep will also contact the parents of the missing child

## Avenues to be explored

1. Has the child been collected for a medical / dental appointment by a nanny / parent or friend and not signed out?

During this period, staff will be continually searching for the missing child, whilst other staff maintain as near to normal routine as possible for the rest of the children if the school is still in session.

If the child has still not been accounted for the Head teacher or Head Pre-Prep will contact the Police

The Head Teacher or Head of Pre-Prep will meet the police and parents.

The Head Teacher or Head Pre-Prep will then await instructions from the police.

Any incidents must be recorded in writing at the earliest opportunity

The loss of a child is a Critical Incident and should be treated as per the CIMP

Ofsted must be contacted and informed of any incidents.

### After School

2. Has the child been collected by the other parent/ carer/ gone to play with a friend/ been taken to ASCC/ swimming/ Late room / a club etc./ still on a fixture that is late back

## **MISSING CHILD PROCEDURE (OUTINGS)**

Prior to all outings a risk assessment will be carried out and given to the Head. A copy should also be given to all adults present. **(Refer to Risk Assessments policy and Trips Policy for whole school)**

All outings whether in the locality or on visits away from school will be adequately supervised, the adult/child ratio will vary according to the age of the children and the nature of the outing.

All parties will be grouped into small groups with an adult leader. Regular head counts must be carried out on children throughout the outing. When boarding or alighting from transport, arriving or departing from a venue or in a venue with large crowds, there must be a clear meeting point communicated to all children before they could get lost and registers must be taken using names and a marked list by group leaders. In the unlikely event of a child going missing whilst on an outing the following procedure will be implemented immediately.

All staff present will be informed and an immediate thorough search of the area will be made, ensuring that all other children remain supervised throughout.

If appropriate, on-site security /safeguarding leads will also be informed and a description of the child/children given.

In the event of a child not being found, the designated person in charge will immediately inform the police.

The designated person in charge will then inform the school office and Head, who will contact the child's parents giving details of what has happened.

If need be staff from the school will be sent to assist the safe return of the other children.

At least one member of staff will remain at the scene whilst others return to the school with the children. This member of staff will continue searching for the child/children.

The remaining member of staff will meet the police and parents when they arrive at a designated point.

As above, the loss of a child on an outing is a critical Incident and the CIMP procedures should be followed. Ofsted will also need to be informed.