

EYFS DEPARTMENT

E9 EYFS and Junior School Missing Child Policy

This Policy applies to the Early Years and Junior Department and is published to staff and parents.

Authors: S Maddock (Head of Junior Department) and S Bullen (EYFS Manager and Junior Deputy Head)

This review: July 2020

Next review date: July 2021

In the event of a child going missing during school hours, the school will immediately implement the procedures detailed below.

The school will ensure that a thorough search is made immediately that the child is discovered to be missing, and that the parents and authorities are notified. The other children will be cared for while procedures are followed.

Procedures

If a child goes missing from school:

- The person in charge will carry out a thorough search of the building and immediate grounds.
- The Head of Junior Department will be informed (if the Head of Junior Department is not available the Headmaster should be contacted in the first instance) and will notify the Headmaster and the main school office.
- The Headmaster's Personal Assistant and the Bursar's Personal Assistant will organise the staff team and initiate the school's Missing Child Procedures (see Appendix 1) allocating staff to specific search areas.
- The staff team, the child's class teacher and the Head of Junior Department will keep the Headmaster informed and liaise closely without impeding the search.
- The remaining children in the class will be supervised by another member of staff along with the other Jerningham children to allow more staff to help with the search.
- The register will be taken to ensure that there are no other children missing.
- Staff and children will be asked if they have seen the missing child, to help establish where the child was last seen.
- The Head of Junior Department will talk to staff to establish what happened.
- If the child is not found, the parents/carers will be informed by the Headmaster.
- The police will be contacted by the Headmaster or the Head of the Junior Department and the child reported missing.

If a child goes missing from an outing:

- As soon as a child is reported to be missing, staff should children to stand with their designated adult in charge and a head count is carried out. One member of staff to carry out a search of the immediate area.
- The trip leader is informed, and they inform the Head of Junior Department. If the Head of Junior Department is not available the Headmaster should be contacted in the first instance.
- If the outing is to an organised attraction the trip leader contacts security to enlist their help.
- If the child is not located, the trip leader contacts the police and remains in phone contact with the police and the Head of Junior Department.
- The Headmaster or the Head of the Junior Department informs parents / carers.
- If possible the remaining children should be taken back to school or to a safe area.

When the child is found:

- Two members of staff will care for the child and talk to the child to establish what happened.
- All people need to be informed that the child has been found as soon as is practicable.
- Other adults will talk to the rest of the children to ensure that they understand that they must not leave the group/building.

After the Incident:

- The Head of Junior Department will discuss the events surrounding the disappearance of the child.
- If appropriate a brief letter will be sent home with the children outlining the circumstances of the incident.
- Any questions from either parents or the press should be directed to Head of Junior Department or the Headmaster.

The Investigation:

- The Head of Junior Department should give a full written report to the Headmaster containing details of time and place that the child went missing, and the circumstances surrounding the incident.
- The Head of Junior Department will carry out full investigation into the incident and take written statements from any staff present at the time. The staff should sign and date their statements.
- The appropriate agencies should be contacted by the Headmaster or the Head of the Junior Department depending on the nature/severity of the incident.
- The Insurance Company should be informed if appropriate.
- The incident should be reported in RIDDOR if appropriate.

Appendix 1

Missing Child Procedure & Search Areas

Reception informed by phone in person (not a voice message or email) or send a pupil with a message if not available contact Headmaster's PA)

Reception will complete the following actions:

Record time informed

Check registers

Check sign out book

Check music lesson

Check with Matron

Check PE department

Once Reception has checked all this she will inform Headmaster's PA who will coordinate the search and also inform Deputy Head.

An Initial check of the building will commence – use radio's in Headmaster's PA's office

Areas to check first would include – toilets, basement corridor, library, and boarding.

Then a full building search would begin - if more than 15 minutes have passed since the child was reported missing a full ground search including all buildings should commence as per the areas below using the site search map as a guide (Headmaster's PA will allocate the areas to available staff).

Stobo & Jerningham buildings will go through the check procedures above and initial search of their building before informing Reception.

Full Search Areas

A Jerningham building staff will search their building

B Stobo staff will search their building

C Main building staff will search their building

D Sports staff will search their building – if the sport staff team are all on the pitches someone from search area 7 will search it.

Area 1 - The drive and front field including the dip and wooded area at the bottom check the end of the drive and look both ways up and down the main road.

Area 2 - The woods behind Jerningham and the 6th form car park and the road down to the old art block

Area 3 - Meadow house and the grounds around it and up the path up to the CDT building

Area 4 - Walk around the exterior of Jerningham, Stobo and the main building checking the playgrounds and courtyard area

Area 5 - The CDT building, maintenance work shop area and up to and including the staff car park.

Area 6 - The Sports Hall exterior and the surrounding area including the Astro, front lawn and the hockey field area.

Area 7 - The old swimming pool area including the portacabins and the path down to the walled garden and (the sports hall if no sport staff present in the building)

Area 8 - The walled garden and surrounding areas and then along the path through the woods to the cottage and onto the Murton road check up and down the road both ways.

Area 9 - The woods from the 6th Form car park to level with the Stobo building.

Area 10 - From Level with Stobo down to the walled garden

Area 11 - The woods from level with Stobo down to the sports hall and across to the walled garden

Search Coordinator – Headmaster’s PA

Search Staff to contact if available

Bursar

Deputy Head

Site Manager

Bursar’s PA

Headmaster’s PA

Marketing Manager

IT Manager

IT Assistant

Cleaning Team

Matron

Maintenance Team

All search staff should carry their mobile phone so they can report back or call 999 if required.

Radios given to key search staff.

The order of the search areas given out will depend where the child has gone missing from e.g. Senior or Junior.

A photo of the missing child will be emailed to the search staff.

Search times will be restricted to 15 minutes after the initial search period per area.

An air horn will alert searchers if the child has been found.

The Headmaster will make the decision as to when the Police are informed and in his absence the next person in line that’s available would make the decision.