

## 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.**

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**Next review date: August 2025**

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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 staff will carry out a thorough search of the building and immediate grounds. 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 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 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 ask the children to stand with their designated adult in charge and a head count is then 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 review 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 the Head of Junior Department or the Headmaster.

#### **The Investigation:**

- The Head of Junior Department will carry out a 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 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 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 to RIDDOR if appropriate.

#### **Appendix 1**

Whole school Missing Child Procedure and search areas

#### **Appendix 2**

Site Search Plan

## Appendix 1

### Missing Child Search Procedure

**Inform reception by phone in person (not a voice message or email) or send a child with a message (if reception staff are not available contact Catriona).**

**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 of the above they will inform Catriona Craze who will coordinate the search and also inform Jenell Arnott.

An initial check of the building will commence.

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 (Catriona will allocate the areas to available staff who will search in pairs).

Stobo & Jerningham buildings will go through the check procedures above and an 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 6<sup>th</sup> 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 porta cabins 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 6<sup>th</sup> 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** – Catriona Craze

**Staff to contact in the event of a search**

Vicki Bryson

Colin Smith

Sheena Fleming

Jane Aitchison

Matthew McCarter

Michele Burns

Margaret Hattle

Sharon Mackenzie – (some other kitchen staff may be available depending on the time of day).

Any other available staff should assist with the search.

All search staff should search in pairs and 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 department.

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 – after this time the Headmaster will make the decision on the next steps.

The Headmaster will also make the decision as to when the police are informed (in his absence the next available person in line would make the decision).

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

