



# Hopelands Preparatory School

38/40 Regent Street, Stonehouse, Gloucestershire, GL10 2AD

## **Missing Child Policy & Procedures When a Child is Not Collected on Time**

### **SCOPE OF POLICY**

This policy applies to the school including the EYFS.

### **PART ONE: MISSING CHILD POLICY**

#### **INTRODUCTION**

The welfare of all of our children at Hopelands Preparatory School is our paramount responsibility. Every adult who works at the school has been trained to appreciate that he or she has a key responsibility for helping to keep all of the children safe at all times. Our staffing ratios are generous and are deliberately designed to ensure that every child is supervised the whole time that he or she is in our care.

#### **INFORMATION FOR PARENTS**

Our companion document, "Information for Parents of EYFS and Early Years Children" describes:

- The arrangements for handing over children to the care of their parents at the end of the day
- The qualifications of our staff and the arrangements for supervising the children whilst they are in school
- The arrangements for registering the children in both morning and afternoon
- The physical security measures which prevent unsupervised access to or exit from the building
- The supervision of the playground and the physical barriers that separate it from the rest of the school

The enhanced supervisory arrangements for outings involving our youngest children are set out in a detailed policy document: "Educational Visits." Both documents are on our website and can be provided to parents on request. We review these policies regularly (at least once a year) in order to satisfy ourselves that they are robust and effective. All new staff receive a thorough induction into the importance of effective supervision of very young children.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING FROM THE SCHOOL**

Our procedures are designed to ensure that a missing child is found and returned to effective supervision as soon as possible. If a child was found to be missing, we would carry out the following actions:

- Take a register in order to ensure that all the other children were present
- Inform the Head and EYFS Teacher
- Ask all of the adults and children calmly if they can tell us when they last remember seeing the child
- Occupy all of the other children in their classroom(s) by reading to them
- At the same time, arrange for one or more adults to search the school, both inside and out, carefully checking all spaces, cupboards, washrooms where a small child might hide
- Check the doors and gates for signs of entry/exit

If the child is still missing, the following steps would be taken:

- Inform the Head/Child Protection Officer
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- The Child Protection Officer/Head would notify the Police normally within one hour of the child reported missing depending on the circumstances
- The Head would arrange for staff to search the rest of the school premises and grounds
- If the child's home is within walking distance, a member of staff would set out on foot to attempt to catch up with him/her
- The Child Protection Officer would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Ofsted would be informed
- The Insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

## **ACTIONS TO BE FOLLOWED BY STAFF IF A CHILD GOES MISSING ON AN OUTING**

- An immediate head count would be carried out in order to ensure that all the other children were present
- An adult would search the immediate vicinity
- The remaining children would be taken back to school

- Inform the Head/Child Protection Officer by mobile phone
- Ask the Head to ring the child's parents and explain what has happened, and what steps have been set in motion. Ask them to come to the school at once
- Contact the venue Manager and arrange a search
- Contact the Police
- The Child Protection Officer would inform the Local Children Safeguarding Board
- The school would cooperate fully with any Police investigation and any safeguarding investigation by Social Care
- Inform the Chairman of Governors
- Ofsted would be informed
- The Insurers would be informed
- If the child is injured, a report would be made under RIDDOR to the HSE

A full record of all activities taken up to the stage at which the child was found would be made for the incident report. If appropriate, procedures would be adjusted.

### **ACTIONS TO BE FOLLOWED BY STAFF ONCE THE CHILD IS FOUND**

- Talk to, take care of and, if necessary, comfort the child
- Speak to the other children to ensure they understand why they should not leave the premises/separate from a group on an outing
- The Head will speak to the parents to discuss events and give an account of the incident
- The Head will promise a full investigation (if appropriate involving Social Services/ Local Children Safeguarding Board)
- Media queries should be referred to the Head
- The investigation should involve all concerned providing written statements
- The report should be detailed covering: time, place, numbers of staff and children, when the child was last seen, what appeared to have happened, the purpose of the outing, the length of time that the child was missing and how s/he appeared to have gone missing, lessons for the future.

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### **PART TWO: PROCEDURES TO BE FOLLOWED BY STAFF WHEN A CHILD IS NOT COLLECTED ON TIME**

If a child is not collected within half an hour of the agreed collection time, we will call the contact numbers for the parent or carers. If there is no answer, the Head/EYFS Teacher will begin to call the emergency numbers for this child. During this time, the child will be safely looked after. If there is no response from the parents' or carers' contact numbers or the emergency numbers within a 3 hour period/ when the premises are closing, the Head will contact the Social Care Duty Officer (see Appendix 1). Social Care will make emergency arrangements for the child and will arrange for a visit to be made to the child's house and will check with the Police. We will make a full written report of the incident.

**We undertake to look after the child safely throughout the time that he or she remains under our care.**

## Appendix 1: Useful Contact Numbers

Force lead for missing persons:

Insp K Desbois 01242 247955

Email: [keith.desbois@gloucestershire.pnn.police.uk](mailto:keith.desbois@gloucestershire.pnn.police.uk)

Cheltenham and Tewkesbury Divisional Missing Person Champion:

Insp A Hammett 01242 246119

Email: [alistair.hammett@gloucestershire.pnn.police.uk](mailto:alistair.hammett@gloucestershire.pnn.police.uk)

Forest and Gloucester Divisional Missing Person Champion:

Insp C Ajinkya 0845 090 1234 ext 5149

Email: [carole.ajinkya@gloucestershire.pnn.police.uk](mailto:carole.ajinkya@gloucestershire.pnn.police.uk)

Cotswold and Stroud Divisional Missing Person Champion:

Insp S Williams 0845 090 1234 ext 7179

Email: [steven.williams@gloucestershire.pnn.police.uk](mailto:steven.williams@gloucestershire.pnn.police.uk)

Head of Service 16 Plus Team:

Mark Bone 01452 551266

Email: [mark.bone@gloucestershire.gov.uk](mailto:mark.bone@gloucestershire.gov.uk)

Service Manager Children in Care:

Ian Godfrey 01452 425585

Email: [ian.godfrey@gloucestershire.gov.uk](mailto:ian.godfrey@gloucestershire.gov.uk)

Head of Children in Care:

Andy Ray 01452 425497

Email: [andy.ray@gloucestershire.gov.uk](mailto:andy.ray@gloucestershire.gov.uk)

Head of Service (Social Care)

Ruth Sinfield 01452 425310

Email: [ruth.sinfield@gloucestershire.gov.uk](mailto:ruth.sinfield@gloucestershire.gov.uk)

Service Manager (Social Care) Gloucester/Forest of Dean

Glenda Duirs 01452 426450

Email: [glenda.duirs@gloucestershire.gov.uk](mailto:glenda.duirs@gloucestershire.gov.uk)

Service Manager (Social Care) Chelt/Tewkes/Stroud/Cotswolds

Vicki Butler 01452 425310

Email: [vicki.butler@gloucestershire.gov.uk](mailto:vicki.butler@gloucestershire.gov.uk)

ASTRA Senior Youth Worker

Hattie Darkin 01452 541599

Email: [hattie.darkin@gloucestershire.gov.uk](mailto:hattie.darkin@gloucestershire.gov.uk)

Visit [www.gscb.org.uk](http://www.gscb.org.uk) for up to date contact information

This policy was adopted at a meeting of

Hopelands Preparatory School

Held on

October 2015

Date to be reviewed

October 2016

Signed on behalf of the senior management team



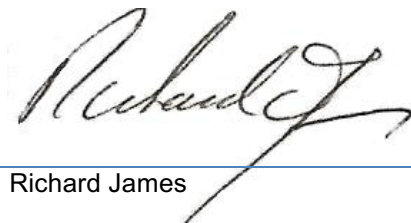
Name of signatory

Sheila Bradburn

Role of signatory

Head

Signed on behalf of the Governing Body



Name of signatory

Richard James

Role of signatory

Chair of Governors