MISSING CHILD POLICY (including EYFS)

Status and Review Cycle: Statutory/Annual

Policy reviewed and amended: 8.9.21 James Ashcroft & Helen Cook

Next review date: 30.8.22

Governor Lead: Tim Dickinson and Marius Carboni

Policy Holders: Helen Cook

Louisa Rowland

James Ashcroft

Missing Child Policy

Sevenoaks Preparatory School has the highest regard for the safety of the children in our care. Staff will always be extremely aware of the potential for children to go missing during sessions or outings**.**

Even when all precautions are properly observed, emergencies can still arise. Therefore, members of staff will undertake periodic head counts, especially at the transition points between sessions (in addition to the registration procedures set out in the Attendance, Records and Transport Policy).

Missing child – from school premises

In the unlikely event of a child going missing within/from school the following procedure will be implemented immediately:

- All staff present will be informed and an immediate thorough search of the school buildings and play areas will be made, followed by a search of the surrounding area. The staff team will be careful not to create an atmosphere of panic and to ensure that the other children remain safe and adequately supervised.
- CCTV footage will be monitored.
- A staff member will notify a member of the Senior Management Team (SMT), whilst other staff continue searching.
- The member of SMT will organise a second search of the area.
- If the child has still not been accounted for or the search has lasted for 10 minutes, the member of SMT will organise contact with the police.
- The member of SMT will also contact the parents/carers of the missing child.
- While waiting for the police and the parent/carer to arrive, searches for the child will continue.

During this period, other members of staff will maintain as normal a routine as is possible for the rest of the children at the School.

- The Head, Deputy Head, Head of Pre Prep or Head of EYFS will be responsible for meeting the police and the missing child's parent/carer. They will also co-ordinate any actions instructed by the police, and do all they can to comfort and reassure the parents/carers.

Once the incident is resolved, the Head, Deputy Head, Head of Pre Prep or Head of EYFS and the staff team will review relevant policies and procedures and implement any necessary changes.

Any incidents must be recorded in writing in the Incident File, and in cases where either the police or social services have been informed, ISI will also be informed.

Missing child – outings

Regular head counts are carried out on children throughout the outing. 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 will also be informed and a description of the child/children given
- In the event of a child not being found within a 5 minute time period, the designated person in charge will immediately inform the police

- The designated person in charge will then inform the school who will contact the child's parents/carers giving details of what has happened
- Staff from the school will be sent to assist the safe return of the other children if necessary
- 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/carers when they arrive at a designated point

Once the incident is resolved, the Head, Deputy Head, Head of Pre Prep or Head of EYFS and the staff team will review relevant policies and procedures and implement any necessary changes

Any incidents must be recorded in writing in the Incident File, and in cases where either the police or social services have been informed, ISI will also be informed.